

Policies and Procedures of Virginia Swimming, Inc.

Most Recent Approval Dates
Policies: September 29, 2019
Procedures: September 29, 2019

TABLE OF CONTENTS

POLICIES	4
1 APPLICABILITY	4
2 CHANGES	4
3 PERMANENT OFFICES	4
4 DUTIES AND POWERS OF THE MEMBERS OF THE BOARD OF DIRECTORS.....	5
5 DIVISIONAL ORGANIZATION, STANDING COMMITTEES, OPERATIONAL COMMITTEES, AND COORDINATORS	8
6 VSI NOMINEES TO THE ZONE BOARD OF REVIEW	11
7 USA SWIMMING MINOR ATHLETE ABUSE PREVENTION POLICY	11
8 USA SWIMMING CONVENTION POLICY	11
9 TRANSMISSION AND AVAILABILITY OF VARIOUS REPORTS	12
10 DOCUMENT RETENTION AND DESTRUCTION POLICY.....	12
11 BACKGROUND SCREENING	13
12 CONFLICT OF INTEREST	14
13 WHISTLEBLOWER POLICY	14
14 REGISTRATION PAYMENT POLICY	16
15 CREDENTIALS.....	16
16 CLASSIFICATIONS, TIME STANDARDS and ENTRIES.....	16
17 COMPETITIVE SUBDIVISIONS	18
18 SANCTION AND APPROVAL PROCESS.....	18
19 MEET MANAGEMENT POLICY	21
20 MEET SAFETY	22
21 CONCUSSION MANAGEMENT	22
22 MEET RESULTS AND FINANCIAL REPORTS.....	22
23 RECORDS	23
24 ENTRY FEES FOR OUTREACH ATHLETES	24
25 TRAVEL FUND CRITERIA	24
26 COACH TRAVEL AND EDUCATION REIMBURSEMENT	25
27 OFFICIALS' TRAVEL REIMBURSEMENT	25
28 EASTERN ZONE COMPETITION	26
29 ANTI-RECRUITING POLICY	30
30 PRIVACY POLICY	31
31 OFFICIALS: GENERAL GUIDELINES FOR DISCIPLINE AND DE-CERTIFICATION	32
 PROCEDURES	 37
32 HOUSE OF DELEGATES MEETINGS	37
33 BOARD OF DIRECTORS MEETINGS	37
34 ADMINISTRATIVE DIVISION	38
35 AGE GROUP DIVISION	40

36 SENIOR DIVISION	41
37 FINANCE DIVISION	42
38 ATHLETES DIVISION.....	42
39 COACHES DIVISION	42
40 SAFETY DIVISION	43
41 STAFF RESPONSIBILITIES.....	44
42 CLUB DEVELOPMENT COORDINATOR	44
43 FEES AND SURCHARGES.....	44
44 VSI TOP 10 TIMES.....	46
45 CHAMPIONSHIP MEET MANAGEMENT	46
46 MEET SAFETY PROCEDURES.....	47
47 CONCUSSION MANAGEMENT	50
48 VIRGINIA SWIMMING OUTREACH ATHLETE MEMBERSHIP	53
49 ENTRY FEE REIMBURSEMENT PROGRAM FOR OUTREACH ATHLETES	54
50 VIRGINIA SWIMMING OFFICIALS' OUTREACH MEMBERSHIP	55
51 MEET MANAGEMENT PROCEDURES.....	56
52 ANNUAL SWIMMER RECOGNITION	59
APPENDICES	60
A. APPENDIX A: CONFLICT OF INTEREST STATEMENT	60

POLICIES

1 APPLICABILITY

- 1.1 These policies are binding on all Virginia Swimming, Inc. (VSI) registered athletes and clubs. Requests to deviate from these policies must be submitted in writing to the General Chair and approved by the Board of Directors, or as otherwise specified.
- 1.2 It is the responsibility of member clubs to inform their registered athletes of the contents of these policies. A copy of these policies and subsequent changes will be provided each member club.

2 CHANGES

- 2.1 Changes/amendments to the Policies may be adopted by the House of Delegates provided that any proposed policy or amendment shall have been submitted in writing to the General Chair and Secretary at least 30 days in advance and to every member of the House of Delegates at least 20 days in advance of the meeting at which the proposal will be considered. Further, the Board may originate proposals and amendments for ratification by the House of Delegates.
- 2.2 Changes to the Procedures may be made by the Board of Directors upon 7-days notice to the Board. Votes may be obtained by electronic means.

3 PERMANENT OFFICES

- 3.1 OFFICE – VSI should maintain an office in the Territory for the storage and maintenance of the books and records and equipment of VSI and for other purposes as may be determined by the House of Delegates or the Board of Directors in accordance with the VSI Bylaws.
- 3.2 STAFF – VSI shall retain paid staff at the VSI Office as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chair and the Administrative Vice Chair. With respect to the delegated functions of the officers, committee chairs, and coordinators, the staff shall be responsible to the respective officer, committee chair, or coordinator. The powers and duties of the paid staff shall be established in VSI's Policies and Procedures Manual or by resolution of the Board of Directors or by delegation approved by the Governance Committee.
- 3.3 Office Staff - Handles all duties directed by the General Chair of VSI with the approval of the Board of Directors for any function not covered by an elected officer or volunteer position. One member of the staff will be designated the Membership/Registration Coordinator. The VSI House of Delegates will approve compensation through the budgetary process. Members of the office staff will include:
 - A. Executive Director

- B. Administrative Assistant
- 3.4 Webmaster – Handles all duties directed by the Administrative Vice Chair of VSI with the approval of the Board of Directors. The VSI House of Delegates will approve compensation through the budgetary process.
- 3.5 APPROPRIATIONS – The Finance Committee shall include in its proposed budget a line item for the cost of VSI’s staff, inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chair, for the administration of these funds. The compensation of the staff shall, to the extent possible, be treated as confidential.

4 DUTIES AND POWERS OF THE MEMBERS OF THE BOARD OF DIRECTORS

The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

- 4.1 GENERAL CHAIR: The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of VSI, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in the VSI Bylaws or VSI Policies and Procedures and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit VSI to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of VSI.
- 4.2 SECRETARY: The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by the VSI Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary or staff of VSI’s permanent office shall be custodian of the records and seal of VSI and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept at VSI’s permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of VSI. The Secretary's custody of the minute books and other records shall be as a fiduciary for VSI and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.
- 4.3 TREASURER: The Treasurer shall be the principal receiving and disbursing officer of VSI. Except as otherwise directed by the Finance Chair and Finance Committee, or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees, and other receipts of VSI and pay all bills, salaries, expenses, and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Committee, the Board of Directors, or the House of Delegates, or required to be paid pursuant to the VSI Bylaws. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee, or coordinator, provided that the division, officer, committee, or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee chair, or coordinator and either within the approved budget of such division, officer, committee, or coordinator, or authorized by the Board of

Directors or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall issue a monthly report listing the current budget variances by line item, all receipts, all expenditures, and the current fund and account balances for the month and the preceding month and for the fiscal year to date, together with such other items as the Finance Committee, the General Chair, or the Board of Directors may direct. The Treasurer shall also provide current monthly bank account statements to the General Chair. The Treasurer shall:

- A. have charge of and supervision over and be responsible for the funds, moneys, securities, and other financial instruments of VSI;
- B. cause the moneys, securities, and other financial instruments of VSI to be deposited in the name and to the credit of VSI in such institutions as shall be designated in accordance with the VSI Bylaws or to be otherwise invested as the Finance Committee or the Board of Directors may direct;
- C. cause to be appropriately segregated and accounted for any endowment funds, scholarship, or award funds and any similar special purpose funds or accounts;
- D. cause the funds of VSI to be disbursed by checks or drafts, automated debits, or wire transfers upon the authorized depositories of VSI, and obtain and preserve proper vouchers for all moneys disbursed;
- E. cause to be kept at VSI's permanent office correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Committee, or the Treasurer shall determine. The Treasurer's custody of the books and records shall be as a fiduciary for VSI and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer;
- F. upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of VSI or USA Swimming;
- G. cause VSI to be in compliance with the requirements of the VSI Bylaws;
- H. have the power to require from the officers, committee chair, coordinators, or agents of VSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of VSI;
- I. make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of VSI and cause the preparation and timely filing of all required federal, state, and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with the VSI Bylaws;
- J. have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof, and in general, perform all the other duties incident to the corporate treasury function.

- 4.5 ADMINISTRATIVE VICE-CHAIR: The Administrative Vice-Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice-Chair shall chair, and have general charge of the business, affairs, and property of the division that administers VSI business and affairs. The Administrative Vice-Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees, and coordinators. The Administrative Division shall be responsible for the creation and maintenance of VSI's Policies and Procedures Manual. The Administrative Vice-Chair shall be responsible to see that the Coach Representative elections are held in accordance with the VSI Policies and Procedures.
- 4.6 SENIOR VICE-CHAIR: The Senior Vice-Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the senior swimming program of VSI including meet management for all senior swimming meets sponsored by VSI. The Senior Vice Chair will serve as the liaison to the Athlete Representatives and the Athletes Committee and shall be responsible to see that the Athlete Representatives' elections are held in accordance with the VSI Bylaws.
- 4.7 AGE GROUP-VICE CHAIR: The Age Group Vice-Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the age group swimming program of VSI including meet management for all age group swimming meets sponsored by VSI.
- 4.8 SAFE SPORT CHAIR: The Safe Sport Chair shall chair the Safe Sport Committee. The Safe Sport Chair shall also serve as the Safety Division Vice-Chair. The Safety Vice-Chair shall have general charge of the committees and coordinators involved with safety. The Safety Division Vice-Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees, and coordinators.
- 4.9 FINANCE VICE-CHAIR: The Finance Vice-Chair shall have general charge of the committees and coordinators involved with finance (Finance Committee, Treasurer). The Finance Vice-Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees, and coordinators. The Finance Vice-Chair shall serve as the Finance Committee Chair.
- 4.10 ATHLETE REPRESENTATIVES: The Athlete Representatives shall serve as the liaisons between the athletes who are members of VSI and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes Committee.
- 4.11 COACH REPRESENTATIVES: The Coach Representatives shall serve as the liaisons between the coaches who are members of VSI and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Coaches Committee.
- 4.12 AT-LARGE BOARD MEMBERS: In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members, both athletes and non-athletes, shall have such powers and duties as may be delegated to them by the VSI Policies and Procedures Manual, the General Chair, the Board of Directors, or the House of Delegates.

5 DIVISIONAL ORGANIZATION, STANDING COMMITTEES, OPERATIONAL COMMITTEES, AND COORDINATORS

The organizational structure for VSI shall be as specified in Article 7 of the VSI Bylaws and as further defined here.

- 5.1 DIVISIONS – The divisions shall be as specified in Article 7 of the VSI Bylaws.
- 5.2 STANDING COMMITTEES – The standing committees shall be as specified in Article 7 of the VSI Bylaws
- 5.3 OPERATIONAL COMMITTEES – The operational committees shall be specified in the Procedures section of this manual. Minimally, the following requirements must be specified for each operational committee.
 - A. Chair – The chair shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The committee chair shall assume office on September 1 following the election of the General Chair, or upon appointment if appointed after that date, and shall serve until the date of August 31 following the next election of the General Chair.
 - B. Members – The committee chair shall be considered a committee member. All operational committees must include at least one non-athlete member from each VSI district and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the committee. Non-athlete members shall be appointed by the committee chair with the advice and consent of the General Chair and respective division chair. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative. The athlete committee members shall meet the same requirements as those of Athlete Representative set forth in Article 6.2.1 of the VSI Bylaws. The committee members shall assume office on September 1 following the election of the General Chair, or upon appointment if appointed after that date, and shall serve until the date of August 31 following the next election of the General Chair. The division chair shall be an ex officio member, with voice and vote, of each operational committee within the respective division. The term of office must be specified.
 - C. Duties – The duties of the committee must be specified.
- 5.4 COORDINATORS – The coordinators shall be specified in Procedures section of this manual. Minimally, the following requirements must be specified for each coordinator.
 - A. Appointment – The coordinator shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The coordinator shall assume office on September 1 following the election of the General Chair, or upon appointment if appointed after that date, and shall serve until the date of August 31 following the next election of the General Chair.
 - B. Duties – The duties of the coordinator must be specified.
- 5.5 DUTIES AND POWERS OF CHAIRS AND COORDINATORS GENERALLY - The duties and powers of the General Chair, the division vice-chairs, the committee chairs, and when applicable, the coordinators shall be as follows:

- A. Preside at all meetings of the respective division or committee;
 - B. See that all duties and responsibilities of the respective division, committee, or coordinator are properly and promptly carried out;
 - C. Appoint such committees as may be necessary to fulfill the duties and responsibilities of the division;
 - D. Communicate with the respective division, committee, or coordinator to keep them fully informed;
 - E. Keep the General Chair, the respective division vice-chair, and committee chair and the Secretary informed of the respective division, committee, or coordinator actions and recommendations;
 - F. Appoint a member as secretary of the division or committee charged with taking minutes of each meeting and forward reports or minutes of all meetings to the Secretary;
 - G. Refer to the Board of Directors any recommendation for action that would establish or change policies or programs for VSI, and;
 - H. Perform the other specific duties listed in VSI's Policies and Procedures Manual or as may be delegated by the General Chair, the respective division vice-chair or committee chair, the Board of Directors, or the House of Delegates.
- 5.6 REGULAR AND SPECIAL MEETINGS - Regular and special meetings of divisions or committees of VSI shall be held as determined by the respective vice-chairs or committee chairs.
- 5.7 MEETINGS OPEN; EXECUTIVE (CLOSED) SESSIONS - Meetings of divisions and committees shall be open to all members of VSI and USA Swimming. Matters relating to personnel, disciplinary action, legal, taxation, and similar affairs shall be deliberated and decided in a closed executive session, which only the respective members are entitled to attend. By a majority vote on a motion of a question of privilege, a division or committee may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member of the division or committee.
- 5.8 VOICE AND VOTING RIGHTS OF DIVISION, COMMITTEE AND SUB-COMMITTEE MEMBERS - The voice and voting rights of Board Members and Individual Members shall be as follows:
- A. MEMBERS - Each division or committee member shall have both voice and vote in the respective meetings.
 - B. NON-VOTING COMMITTEE MEMBERS - Unless entitled to vote under another provision of these Bylaws, the General Chair shall have voice but no vote in meetings of divisions and committees.
 - C. INDIVIDUAL MEMBERS - Individual Members who are not members of the division or committee may attend open meetings of the division or committee and be heard in the discretion of the presiding officer. Unless entitled to vote under another provision of the VSI Policies and Procedures, Individual Members shall have no vote in those meetings.

- 5.9 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of a division or committee may be taken without a meeting if all the division or committee members entitled to vote consent to the action in writing and the written consents are filed with the records of the meetings. These consents shall be treated for all purposes as a vote taken at the meeting.
- 5.10 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any division or committee may participate in a meeting of the division or committee through conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
- 5.11 QUORUM - Except as otherwise provided in the VSI Bylaws or the VSI Policies and Procedures, a quorum of any committee shall consist of those members present of the committee.
- 5.12 VOTING - Except as otherwise provided in the VSI Bylaws, the VSI Policies and Procedures, or the Parliamentary Authority, all motions, orders, and other propositions coming before a division or committee shall be determined by a majority vote.
- 5.13 PROXY VOTE - Voting by proxy in any meeting of a division or committee of VSI shall not be permitted.
- 5.14 NOTICES -
- A. TIME - Except as otherwise provided in the VSI Bylaws or the VSI Policies and Procedures, not less than forty-eight (48) hours' notice in the case of notice given by telephone or email, and six (6) days' notice in all other cases, shall be given for any meeting of a division or committee of VSI. Separate notices need not be given for regular meetings that are scheduled well in advance.
- B. INFORMATION - The notice of a meeting shall contain the time, date and site.
- 5.15 ORDER OF BUSINESS - At all meetings conducted under the authority of the VSI Policies and Procedures, the following shall be included in the order of business to the extent applicable; the order in which subjects are taken up may be varied:
- Roll Call
 - Reading, correction and adoption of minutes
 - Reports of coordinators, committees and subcommittees
 - Unfinished (old) business
 - New business
 - Resolutions and orders
 - Adjournment
- 5.16 RESIGNATIONS - Any committee member or coordinator may resign by orally advising the General Chair or by submitting a written resignation to the Board of Directors specifying an effective date of the resignation. If such date is not specified, the resignation shall take effect upon the appointment of a successor.

- 5.17 VACANCIES - The determination of when the position of an appointed committee chair, committee member, or a coordinator becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the Board of Directors. In the event of a vacancy of a position or the permanent incapacity of an individual serving in a position, the position should be filled using the same procedures as were used for the original appointment. A temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be made for the duration of the temporary incapacity.
- 5.18 DELEGATION - With the consent of the Board of Directors or the respective division vice-chair, a committee or coordinator may delegate a portion of their powers or duties to another officer of VSI, or to another committee or coordinator, or with the consent of the VSI Board of Directors, to the paid staff at VSI.
- 5.19 LIMITATIONS ON COMMITTEE MEMBERSHIP – With the exception of membership on a committee as an ex officio member, which shall not count, no individual may simultaneously serve on more than a total of two (2) operational and standing committees.

6 VSI NOMINEES TO THE ZONE BOARD OF REVIEW

The regular members of the VSI Administrative Review Board shall also serve as the nominees from VSI to the Zone Board of Review, except to the extent a lesser or greater number is required by the Zone. If not all of the Administrative Review Board members may be nominated by VSI to the Zone Board of Review, the Chair of the VSI Administrative Review Board shall designate which members shall be so nominated. If nominees in addition to the regular members of the Administrative Review Board are required by the Zone, such additional individuals shall be appointed by the General Chair.

7 USA SWIMMING MINOR ATHLETE ABUSE PREVENTION POLICY

VSI will comply with all requirements as stated in the USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP).

8 USA SWIMMING CONVENTION POLICY

- 8.1 The General Chair, Administrative Vice Chair, Senior Vice Chair, Age Group Vice Chair, Senior Coach Representative, and Senior Athlete Representative serve as VSI voting delegates to the USA Swimming House of Delegates and shall attend Convention as well as any additional members of VSI who have been granted at-large votes for the USA Swimming House of Delegates.
- 8.2 If any of the VSI voting delegates are unable to attend the Convention, an alternate representative shall be appointed by the General Chair to attend in his or her place.
- 8.3 The Junior Coach Representative, Junior Athlete Representative, and any member of VSI who is a Zone Director, Zone Athlete Representative, or a member of a USA Swimming National Committee that has a meeting listed on the Convention schedule will be requested to attend Convention.

- 8.4 The General Chair, with the advice and consent of the Board of Directors, may also designate one of more members of the VSI Office staff, committee chairs, or coordinators to attend Convention.
- 8.5 The individuals listed in sections 7.1 – 7.4 who attend Convention will be reimbursed for travel and lodging expenses and will receive a per diem to offset the cost of meals.
- 8.6 In addition, VSI will reimburse any of its members in good standing the cost of Early Bird registration if he or she attends Convention. Any other expenses will be the member's responsibility.

9 TRANSMISSION AND AVAILABILITY OF VARIOUS REPORTS

- 9.1 MINUTES - The Secretary shall, within thirty (30) days after each meeting of the Board of Directors and the House of Delegates, transmit a copy of the minutes to the VSI Office for retention and distribution.
- 9.2 STATE AND LOCAL REPORTS AND FILINGS - The Treasurer shall cause to be made all reports and non-tax filings and shall requisition from the Treasurer checks with which to pay any applicable fees required by its state of incorporation and by any other state or municipality in which it operates.
- 9.3 PUBLIC AVAILABILITY OF CERTAIN INFORMATION - VSI shall cause to be made available at a reasonable location and time determined by VSI to anyone requesting to see a copy of VSI's federal income tax and information returns for each of the last three years, and a copy of the materials submitted by USA Swimming to include VSI in USA Swimming's group exemption ruling as required pursuant to IRS Code section 6104 and any similar requirements of applicable state or local laws.

10 DOCUMENT RETENTION AND DESTRUCTION POLICY

VSI business records and documents must be maintained by the responsible individual and for a minimum amount of time as specified in the following table.

Type of Document	Responsible Individual	Minimum Requirement
Accounts payable ledgers and schedules	Treasurer	7 years
Administrative Review Board	Administrative Board of Review Chair	Permanently
Audit reports	Audit Committee Chair	Permanently
Bank Reconciliations	Treasurer	2 years
Bank statements	Treasurer	3 years
Bylaws and Policies and Procedures	Rules and Legislation Coordinator	Permanently
Checks (for important payments and purchases)	Treasurer	Permanently

Committee meeting minutes	Office Administrator	Permanently
Contracts, mortgages, notes and leases (expired)	Office Administrator	7 years
Contracts (still in effect)	Office Administrator	Permanently
Correspondence (general)	Office Administrator	2 years
Correspondence (legal and important matters)	Office Administrator	Permanently
Correspondence (with customers and vendors)	Office Administrator	2 years
Deeds, mortgages, and bills of sale	Office Administrator	Permanently
Depreciation Schedules	Treasurer	Permanently
Duplicate deposit slips	Treasurer	2 years
Employment applications	Office Administrator	3 years
Expense Analyses/expense distribution schedules	Treasurer	7 years
Year End Financial Statements	Treasurer	Permanently
Insurance Policies (expired)	Office Administrator	3 years
Insurance records, current accident reports, claims, policies, etc.	Office Administrator	Permanently
Internal audit reports	Audit Committee Chair	3 years
Inventories of products, materials, and supplies	Office Administrator	7 years
Invoices (to customers, from vendors)	Office Administrator	7 years
Meet fee rebate exceptions	Treasurer	7 years
Meet Results	Meet Director or designee	1 year
Minute books	Office Administrator	Permanently
Payroll records and summaries	Treasurer	7 years
Personnel files (terminated employees)	Office Administrator	7 years
Tax returns and worksheets	Treasurer	Permanently
Timesheets	Office Administrator	7 years
VSI Board of Review Records and Findings (Archival; replaced by Zone Board of Review in 2015)	Office Administrator	Permanently
Withholding tax statements	Treasurer	7 years

11 BACKGROUND SCREENING

- 11.1 Background screening shall be done through the current mechanism in place with USA Swimming.
- 11.2 All non-athlete candidates for office on the VSI Board of Directors shall have passed the background screening program.

- 11.3 All non-athlete members of the VSI Board of Directors must have a current background screening.
- 11.4 All VSI designated chaperones must have initiated the background screening process.
- 11.5 All background screening records shall be maintained by the VSI Administrator.

12 CONFLICT OF INTEREST

Upon election to the Virginia Swimming Inc. Board of Directors each member will sign the Conflict of Interest Statement (Appendix A) approved by the Virginia Swimming House of Delegates. Annually, each member will sign a document asserting that he/she has complied with the Statement during the past year.

Upon employment by VSI, the employee will sign the Conflict of Interest Statement (Appendix A) approved by the VSI House of Delegates. Annually, each employee will sign a document asserting that he/she has complied with the statement during the past year.

Any volunteer acting as an agent of VSI will sign the Conflict of Interest Statement (Appendix A) approved by the VSI House of Delegates. Annually, each agent will sign a document asserting that he/she has complied with the statement during the past year.

13 WHISTLEBLOWER POLICY

13.1 General

VSI's Conflict of Interest Statement (CoIS) requires that members of the VSI Board of Directors (BOD), employees, and agents observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of VSI must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws, regulations, VSI By-laws, and VSI Policies and Procedures.

13.2 Reporting Responsibility

It is the responsibility of all VSI BOD members, employees, and agents to comply with the CoIS and to report violations or suspected violations in accordance with this policy.

13.3 No Retaliation

No VSI BOD member, employee, or agent who in good faith reports a violation of the CoIS shall suffer harassment, retaliation, or adverse employment consequence. A VSI BOD member or agent who retaliates against someone who has reported a violation in good faith is subject to discipline by the Zone Board of Review. A VSI employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable VSI BOD members, employees and agents to raise serious concerns within the organization prior to seeking resolution outside the organization.

13.4 Reporting Violations

In most cases, a BOD member's Division Head, an employee's supervisor, or an agent's VSI contact is in the best position to address an area of concern. If, however, the individual is not comfortable speaking with that individual or is not satisfied with the response, the individual is encouraged to speak with the General Chair, Admin Vice-Chair, Senior Chair, or Age Group Chair. VSI BOD members are required to report suspected violations of the USA Swimming Code of Conduct to the applicable Board of Review (Zone or National), which has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when the individual is not satisfied or uncomfortable with following VSI's Whistleblower Policy, individuals should directly contact the applicable Board of Review (Zone or National).

13.5 Compliance Officer

The Chair of the VSI Finance Committee serves as the VSI Compliance Officer. The Compliance Office is responsible for investigating and resolving all reported complaints and allegations concerning violations of the CoIS and, at the Compliance Officer's discretion, shall advise the Finance Committee. The Compliance Officer has direct access to the Finance Committee and is required to report to the Finance Committee at least annually on compliance activity.

13.6 Accounting and Auditing Matters

The VSI Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

13.7 Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the CoIS must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the CoIS. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and will be referred to the Zone Board of Review.

13.8 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

13.9 Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

14 REGISTRATION PAYMENT POLICY

- 14.1 For teams that are in good financial standing with registration payments, registrations will be processed when received by the VSI Membership/Registration Coordinator. Payment of the applicable fees is expected within 15 days of the submission date.
- 14.2 Payment for registrations is due by the 15th of the following month (eg, payment for registrations made in October must be received by November 15th). At the beginning of each month, teams will be sent a statement of registration transactions showing the amount due that month. Teams failing to submit payment of the amount due prior to the 15th will be charged a 5% service fee. For each additional month that the payment is not received by the 15th of the month, an additional 5% service fee will be charged.
- 14.3 Teams failing to submit payment within 30 days of the original statement date will be deemed to be not in good financial standing regarding registration payments and no additional registrations will be processed until payment of the applicable fees has been received by the Membership/Registration Coordinator.
- 14.4 For teams that are not in good financial standing with registration payments, payment of all outstanding registration and service fees must be made by 15th of the month immediately following the month when the first service fee was assessed. If payment is not received by that date, all members of the team will be changed to unattached on the first Monday following the 15th.
- 14.5 Teams failing to submit payment within 60 days of the original statement will be automatically referred to the Administrative Review Board. VSI may also seek a legal judgment against the team.

15 CREDENTIALS

At all meets, all coaches are required to have their coaching credentials available and produce them if requested. The date of expiration will be shown on the credentials. Credentials will only be issued by the Membership/Registration Coordinator. This will only occur after s/he has received documentation that all requirements for certification have been met.

16 CLASSIFICATIONS, TIME STANDARDS AND ENTRIES

- 16.1 Unless otherwise announced by VSI, National Age Group motivational times will be used to determine swimmer classification. These will go into effect November 1 each year.
- 16.2 For each stroke and distance, the level of classification of the swimmer will be that of the highest level achieved whether in a 25 yard, 25 meter, or 50 meter course.
- 16.3 Relay Events: A swimmer may participate on a relay when his time in the stroke and distance of that leg of the relay is not faster than the time permitted in the individual event in the meet. If a swimmer betters the maximum entry time in the same meet, the swimmer may still compete in the relay.

- 16.4 Entry times must have been achieved in USA Swimming sanctioned or approved competitions, or observed swims. "Coaches Times" or "No Times" are permitted whenever specified in the meet announcement. Coaches Times must be slower than an A time. Entries using Coaches Times or No Times are not permitted at Age Group Champs or Senior Champs.
- 16.5 If, after entering an event, a swimmer achieves a time that is faster than the meet permits, the swimmer shall not participate in that event. The swimmer/coach must notify the meet director who will allow the swimmer to select an alternate event or refund the entry fee.
- 16.6 Illegal Participation in Meets
- A. Any of the following are deemed to be illegal participation:
- (1) Entries using fraudulent and/or non-verifiable entry times that are not in accordance with the entry guidelines as specified in the meet announcement.
 - (2) Athlete competed in the meet in the incorrect age group.
 - (3) Athlete not registered with USA Swimming prior to the first day of the meet.
- B. If an illegal entry is discovered after the entries have been sent in and prior to the competition, the host club shall contact the person submitting the entry to take corrective action. If no action is taken, the entry will be scratched and the entry fee forfeited.
- C. If it is suspected that an athlete participated in the meet illegally, the Meet Director, Meet Referee, or VSI Times Officer shall submit documentation of the offense to the Executive Director and Administrative Vice Chair.
- (1) If the offense is a fraudulent or non-verifiable time, the burden of proof shall be borne by the challenged club or, if unattached, by the athlete. The proof of time must include the name and date of the meet where the time was achieved and a copy of the official event results. The proof of time must be submitted within seven days of being challenged.
 - (2) Once a decision has been reached as to whether or not illegal participation occurred, the meet host shall be responsible for correcting the scores and awards as necessary. If corrections are required, the meet host shall send a corrected copy of the meet database to the VSI Business Office so that the corrected meet results can be published.
- 16.7 Penalties and Fines
- A. Any illegal entry or participation shall be reported to the Executive Director and Administrative Vice Chair who will then investigate the circumstances. Once it is verified that the entry or participation was illegal, a fine will be assessed according to guidelines approved by the VSI Board of Directors.
- B. If the athlete was swimming unattached, the fine is imposed on the athlete; if the athlete was swimming attached to a club, the fine is imposed on the club the athlete was representing during the competition.
- C. Fines are considered due and payable immediately upon receipt of notification, even if the assessment of the fine is appealed to the VSI Administrative Review Board.

- D. Fines are to be submitted to the VSI Business Office.
- E. Fines not remitted within fourteen (14) days after notification shall be automatically doubled.
- F. Should a fine remain unpaid after thirty (30) days, the athlete (if the fine was imposed on the athlete) or the club (if the fine was imposed on the club) shall be notified of their suspension from competition in VSI-sanctioned meets until such time as the fine is paid.
- G. The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the fine.

17 COMPETITIVE SUBDIVISIONS

To maximize competitive opportunities, reduce travel, and facilitate administration, clubs are assigned to competitive subdivisions for various meet classifications. For regularly scheduled meets conducted in accordance with current course schedules, the Board of Directors will determine the competitive subdivisions and the assignment of clubs. The Technical Planning Chair may approve variations in club or athlete attendance on a case-by-case basis for good cause shown after consultation with appropriate members of the Board of Directors.

18 SANCTION AND APPROVAL PROCESS

- 18.1 The purpose of the sanctioning and approval process is to ensure that swimming competition under the jurisdiction of the VSI local swimming committee (LSC) conforms to the rules, regulations, policies, and procedures of both VSI and USA Swimming. Sanctions and approvals are granted to a host team sponsoring approved competitions within the VSI LSC.
 - A. Sanction requests are for competition under the auspices of USA Swimming guidelines and all of the participants registered with USA Swimming.
 - B. Approval requests are for competition under the auspices of USA Swimming guidelines and some of the participants registered with USA Swimming
- 18.2 VSI, through action of the VSI BOD, may reserve two weekends per year for leadership and education events as planned by the LSC. Meets shall not be held on these weekends.
- 18.3 The weekends on which District, Region, Age Group, and Senior Championships, as well as Summer Awards, are considered to be protected, and additional meets shall not be held on these weekends.
- 18.4 Bid requests for meets to be held during the upcoming swim year will be due by a specified date prior to the spring meeting of the Technical Planning Committee. The meet schedule for the upcoming swim season will be approved by the committee at that meeting. Once the schedule is approved, requests for sanctioned or approved meets received less than two months prior to the proposed start date of the meet will only be considered if:

- A. A meet on the approved schedule has been cancelled within four (4) weeks of the proposed meet, or
- B. Team entries for a meet on the approved schedule have been denied, or
- C. The requested meet is a time trial meet, dual meet, or intra-squad meet.

Once the request for the additional meet is granted and the meet is added to the schedule, the meet announcement must be submitted within five (5) days.

- 18.5 After a meet has been sanctioned or approved and posted to the VSI website, no fee, format, or other changes in the meet program (as defined in the USA Swimming Rules & Regulations) may be made without the expressed consent of the Administrative Vice Chair. If a team discovers that changes are needed, the team must notify the Administrative Vice Chair who may consult with the Age Group Chair, Senior Chair, or additional Board members in order to determine if the proposed changes will be allowed. In the event that the proposed changes are approved, a new meet announcement shall be submitted within five (5) days along with a re-sanctioning fee of \$250. Failure to notify the Administrative Vice Chair of such changes or follow the final decision regarding any changes could result in the denial or suspension of future meet sanctions.
- 18.6 The host team for the meet will submit a request for sanction or approval to the VSI Business Office along with a draft meet announcement and meet expense worksheet (if required) at least two months prior to the scheduled date of competition. The minimum information required for a sanction/approval to be issued is a list of events, the date, time, and location of the meet, check for the sanction/approval fee, the name and contact information of the meet director, and the name and contact information of the referee for the meet. Sanction and approval request forms are available on the VSI website or may be obtained from the VSI Administrative Vice Chair or VSI Technical Planning Chair. Payment of the sanction/approval fee must be submitted with the meet rebate fees and other fees remitted to VSI after completion of the meet.
- 18.7 The meet director will coordinate directly with the VSI Business Office and make all necessary corrections to the meet invitation. Once the VSI Business Office has vetted the meet invitation, it will be forwarded to the Administrative Vice Chair for final reviewing and issuance of a sanction number. Once sanctioned, the Meet Director will publish and distribute the invitation announcement. Distribution to all participating teams should be 45 days prior to the scheduled start date of the meet. Draft meet announcements received fewer than two months prior to the scheduled date of competition will be subject to the following penalties:
- A. Received 1 to 7 days past the original due date: \$50 per day.
 - B. Received 8 or more days past the original due date: \$50 per day for the first 7 days and \$100 per day thereafter.
 - C. Should the penalty remain unpaid after thirty (30) days, the club shall be notified of their suspension from competition in VSI-sanctioned meets until such time as the penalty is paid.
 - D. The assessment of the penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the penalty. On-time payment of the penalty is required, even if the assessment of the penalty is appealed to the VSI Administrative Review Board.

- 18.8 Teams from outside the VSI LSC are welcome to participate in designated meets held by VSI throughout the year. These teams must conform to the same eligibility and registration criteria as established for all VSI teams in the meet.
- A. Additional requirements for visiting teams may be imposed to control the size of the meet and quality of competition. For example, visiting teams can be required to enter with an “AA” time standard while VSI teams may enter with an “A” time standard.
 - B. To further control entries, out of LSC entries may have a specified entry deadline that is distinct from the entry deadline for VSI teams. VSI teams who enter prior to the VSI entry deadline shall always be given priority for entry over out-of-LSC teams.
 - C. USA Swimming teams from outside the VSI LSC who wish to host sanctioned meets within the VSI LSC boundary must apply for a VSI Sanction under the procedures listed above and conform to all VSI rules, regulations, policies, and procedures. Furthermore, before approving a request for a sanction or approval, VSI may require out-of-LSC host teams to invite all, or a portion, of the registered VSI teams to these meet.
- 18.9 When meets are held by any team from another LSC or by another LSC within VSI borders (and vice versa), the fees assessed by the LSC in which the meet is being held will be as provided within any reciprocal agreement that exists between the LSCs involved. In the case where no reciprocal agreement exists, the fee structure shall be as if the meet were a regularly scheduled VSI meet. (All reciprocal agreements are appended to the Policies/Procedures.)
- 18.10 The Administrative Vice-Chair may deny a sanction or approval for the following nonexclusive list of reasons:
- A. The meet unacceptably conflicts with the published VSI meet schedule.
 - B. The meet is schedule on a protected weekend (see section 17.3).
 - C. The meet host failed to submit within the prescribed time period the results, financial reports, and/or fees from a previous meet.
 - D. The selected venue has had repeated issues with air or water quality.
 - E. The meet host has had repeated issues with overcrowding and excessive timelines at previous meets.
 - F. The meet host has a history of not providing the minimal number of required officials at previous meets.
 - G. The meet host or selected venue has failed to provide a safe environment for the swimmers to compete at past meets.
- 18.11 Prior to a meet, the VSI Board of Directors, by a majority vote, may revoke the sanction or approval for all, or specific, sessions of the meet if sessions with 12 & under swimmers have not been planned such that competition can be completed in 4 hours or less.

- 18.12 The VSI Board of Directors, by a majority vote, may revoke the sanction or approval for all, or specific, sessions of a meet if it is determined that it was not conducted in accordance with the USA Swimming Rules & Regulations in effect at the time of the meet.
- 18.13 A host team will be notified via email within 10 days of any denial of a sanction or approval request. The denial of a sanction or approval will include the reasons for the denial and instructions for appeal to the Zone Sanction Appeal Panel (ZSAP). Any host team denied a sanction or approval may file an appeal with the Zone Sanction Appeal Panel within 5 days of receiving denial from VSI. A petitioner must file the appeal in writing via email with the two Zone Directors of the Eastern Zone. Documentation to be presented includes:
- A. Meet information (supplied by the petitioner)
 - B. Reason for denial (supplied by VSI)
 - C. Pertinent LSC rules, timelines, process (supplied by VSI)
 - D. Reasons for appeal (supplied by the petitioner)

The Zone Sanction Appeal Panel is authorized to direct VSI to issue a meet sanction or approval in those instances where, in the ZSAP's judgment, the rules and policies have not been properly applied or when the ZSAP believes that competitive opportunities for athletes are being unfairly denied.

The Zone Sanction Appeal Panel's decision is final and there is no further appeal.

19 MEET MANAGEMENT POLICY

- 19.1 All Meet Management Procedures as outlined in the Virginia Swimming Procedures Manual must be followed.
- 19.2 If the meet host fails to submit the meet registration file as required in the VSI Procedures to the VSI Business Office or if it fails to notify participating teams or unattached athletes of corrections that are need for entries, a fine of \$100 will be assessed.
- A. Fines are considered due and payable immediately upon receipt of notification, even if the assessment of the fine is appealed to the VSI Administrative Review Board.
 - B. Fines are to be submitted to the VSI Business Office.
 - C. Fines not remitted within fourteen (14) days after notification shall be automatically doubled.
 - D. Should a fine remain unpaid after thirty (30) days, the host club shall be notified of their suspension from competition in VSI-sanctioned meets until such time as the fine is paid.
 - E. The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the fine.

20 MEET SAFETY

- 20.1 A minimum of two Meet Marshals will be present at all VSI sanctioned meets. They will be responsible to the Meet Referee(s) and the Meet Director and perform duties as outlined in USA Swimming Rules and Regulations. Marshals must meet all requirements as set forth by USA Swimming. The minimum age for Marshals will be 18 years of age. For facilities with a separate warm-up/warm-down area a minimum of three (3) shall be present and on duty at all times. One Marshal must remain in the warm-up/warm-down area.
- 20.2 All Meet Safety Procedures as outlined in the VSI Procedures Manual must be followed.
- 20.3 Photography will not be permitted behind the starting blocks. Individuals who violate of the above photography restrictions may be asked by the Meet Director to leave the pool venue.

21 CONCUSSION MANAGEMENT

- 21.1 VSI shall develop and maintain concussion management policies and procedures that meet or exceed the requirements of Virginia and North Carolina law and of USA Swimming.
- 21.2 Where local laws (eg, county or city government), local guidelines (eg, Virginia Board of Education, local boards of education, or facility rules are more stringent than the respective state law or USA Swimming requirements, the more stringent laws, guidelines, or rules shall be followed.
- 21.3 Procedures shall be established to implement this policy and shall minimally describe the following elements:
 - A. The parties to whom the policies and procedures apply
 - B. The activities to which the policies and procedures apply
 - C. Required or recommended education and training
 - D. Return-to-play protocol
 - E. Required meet announcement language

22 MEET RESULTS AND FINANCIAL REPORTS

- 22.1 Meet Results: Host clubs are required to distribute accurate and complete meet results to all participating clubs and meet data backup to the VSI Business Office within (7) days of the close of the meet. The administrative office will distribute copies of the results to others within VSI on an as-needed basis. Failure to distribute within the allotted time will subject the host club to a fine of \$25.00 per day for each day late. Results are to be provided in the same format as originally provided by the participating team.

- 22.2 Financial Reports and Fees: Host Clubs are required to submit via email the meet financial report detailing all receipts and disbursements in connection with a sanctioned or approved meet. This report is due to the Treasurer Technical Planning Chair, and VSI Business Office on the proper form within thirty (30) days of the close of a meet. Financial report forms are available on the VSI website. Failure to submit the report and fees within sixty (60) days of the close of the meet will subject the host club to a fine of \$100.00. For each additional thirty (30) day period that the report and fees have not been received, the host club will be subject to a fine of \$100.00. The Board of Directors may also impose additional penalties including withholding of sanctions for future meets for failure to submit the report and fees.
- 22.3 Payment of Fines:
- A. Fines are considered due and payable immediately upon receipt of notification, even if the assessment of the fine is appealed to the VSI Administrative Review Board.
 - B. Fines are to be submitted to the VSI Business Office.
 - C. Should a fine remain unpaid after thirty (30) days, the club shall be notified of their suspension from competition in VSI-sanctioned meets until such time as the fine is paid.
- 22.4 The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the fine.

23 RECORDS

- 23.1 A formal application is required for National Age Group records. Forms are available on the USA Swimming website or from the VSI National Times and Records Tabulation Coordinator.
- 23.2 In order to be considered for VSI Age Group and Open records, a swimmer or relay team must be registered with USA Swimming and representing VSI when the time is achieved.
- 23.3 VSI records will include only those events or distances recognized by USA Swimming or VSI Swimming. VSI records represent the fastest time in each event by a VSI swimmer or relay and may be achieved in either age group or open competition.
- A. Virginia Swimming shall establish and maintain age group and open records for both 25 yard and 50 meter courses for the 10 and under, 11-12, 13-14, 15-16, 17-18, and open age groups
 - B. Records must be achieved in accordance with Article 104 of the Technical Rules of USA Swimming and the policies and procedures of Virginia Swimming in effect at the time.
 - C. The fastest time swum by a VSI registered athlete or relay at the time of performance in any VSI or USA Swimming sanctioned, approved, or observed meet, or in an International event recognized by USA Swimming will be recognized as a record. The swim must appear in the SWIMS National Times Database.
 - D. A tie of an existing record shall be recognized as such in the Records list.

- E. Any swim timed with semi-automatic or automatic timing used as the primary timing system may establish a record.
- 23.4 The swimmer or a coach may notify the National Times and Records Tabulation Coordinator or designee of any new record that may have been achieved. The coordinator or designee will then verify the time in the SWIMS National Times Database.

24 ENTRY FEES FOR OUTREACH ATHLETES

To encourage the participation of Outreach Athletes in VSI meets, VSI will reimburse a club for meet entry fees paid by the club for the outreach athletes. If the athlete is unattached, reimbursement will be made to the athlete.

25 TRAVEL FUND CRITERIA

- 25.1 In the annual budget, VSI identifies certain national and international level meets for which participating VSI athletes are eligible for partial reimbursement of travel expenses
- 25.2 To be eligible for travel expense reimbursement, an athlete must:
- A. Have achieved at least one qualifying time in an individual event that meets the current USA Swimming Winter Junior National Time standards.
 - B. As a VSI-registered swimmer, participate in an individual event in one of the following two categories:
 - (1) Any USA Swimming national championship-level competitions including USA Swimming National Championship, USA Swimming Junior National Championship, National Disability Championship, U.S. Open, or any Trial class meet.
 - (2) Championship level competition designated by the VSI Senior Committee that includes, but is not necessarily limited to, NCSA Junior Championships, USA Swimming Grand Prix series meets, and YMCA Nationals. Any meet not currently listed has to be pre-approved by the senior committee.
 - C. Must have swum an individual event in at least one (1) USA Swimming sanctioned meet as a VSI registered swimmer within the six-month period immediately prior to their reimbursable competition. (USA Swimming sanctioned meets, as defined under this Travel Fund Criteria, do not include individual team time trials, intra-squad meets, or any other type of meet that limits entries to only one swim club.)
- 25.3 Athletes who transfer to VSI during the swim year after registering in a different LSC are not eligible for reimbursement during the year in which the transfer occurred.
- 25.4 College swimmers are eligible for travel reimbursement only if they were a VSI registered swimmer for the year prior to college and participated in at least one VSI sanctioned meet that occurred before March 1st of the year prior to attending college.

- 25.5 Requests for reimbursement must be submitted to the treasurer of VSI within 30 business days after the meet for full funding.
- 25.6 An athlete is eligible to receive a travel reimbursement for only one designated meet in a season (short course and long course), with the exception that in an Olympic year, an athlete may receive an additional travel reimbursement for participating in the USA Swimming Olympic Trials. An athlete who attends multiple meets in a season will be reimbursed for the meet which has the highest reimbursement rate.
- 25.7 Extenuating circumstances can be submitted in writing to the VSI Board of Directors for review and consideration for full or partial funding.
- 25.8 The amount of money available for reimbursement shall be determined by the VSI Board of Directors.

26 COACH TRAVEL AND EDUCATION REIMBURSEMENT

- 26.1 Travel Reimbursement: The purpose of the coach travel reimbursement is to support VSI coach travel to advanced competitions: USA Swimming sponsored National Championship events only to include Junior Nationals, Nationals, US Open, World Championship Trials, Olympic Trials, Disability Nationals/Trials, and Pro Series events with national qualifying standards.
- A. The coach must be a member in good standing of VSI and USA Swimming.
 - B. The club must be enrolled in the Club Recognition Program and be Level 1 or above. For tax purposes, the club, not the coach, will be reimbursed.
 - C. The amount reimbursed shall match the amount the athletes are reimbursed for the same meet.
 - D. Clubs may apply for this reimbursement for one coach per club, and only two events per year (3 during an Olympic Trials year).
- 26.2 Education Reimbursement: Recipients of the annual Coach of the Year Award are provided financial assistance to attend the ASCA Clinic and Conference. VSI will cover the cost of the conference registration fee, transportation expenses, and lodging expenses. The recipient is responsible for his or her meals.

27 OFFICIALS' TRAVEL REIMBURSEMENT

- 27.1 VSI officials who officiate at selected Officials Qualifying Meets outside the VSI LSC may be reimbursed actual travel-related expenses not to exceed on a per meet basis the maximal budgeted amount available to VSI athletes attending Short Course, Long Course National Championships or Olympic Trials. In order to receive the reimbursement, a VSI official must meet the following eligibility criteria:

- A. Be registered with VSI as an official for at least one year prior to the meet and be registered with USA Swimming through VSI as an official during the time of the meet for which reimbursement is requested.
 - B. Have worked a minimum of 16 sessions in at least 8 meets sanctioned by VSI in the twelve months prior to the meet.
 - C. Have worked all sessions (and have received a positive evaluation from a National Evaluator, if provided) of the meet for which reimbursement is requested.
 - D. Submit a completed VSI Officials Travel Expenses Reimbursement Form to the LSC Officials Chair no later than 30 days after completion of the meet for which reimbursement is requested.
 - E. If an individual officiates at more than one meet in a season, the official will be reimbursed for the meet that has the highest reimbursement rate, provided they have met the guidance above.
- 27.2 The following meets qualify for reimbursement: Eastern Zone Championships, Speedo Champions Series (Sectional Championships), Futures, TYR Pro Series, US Open, World Cup, and USA Swimming Championships championship level meets identified in USA Swimming Rules and Regulations. Meets held within the VSI boundaries do not qualify for reimbursement.
- 27.3 Travel-related expenses are reasonable and customary coach air fare, hotel room, rental car, gas, and parking fees (receipts must accompany the request).
- 27.4 VSI will reimburse an official for travel expenses no more than two times per fiscal year (1 September – 31 August) for any of the meets listed in paragraph 2 above. In addition, officials will be reimbursed for one National Championship Disability Meet per fiscal year.
- 27.5 If an official receives a travel reimbursement from USA Swimming or other party, the combined reimbursement that the official receives may not exceed their actual travel expenses.
- 27.6 The VSI BOD may waive an eligibility criterion under special circumstances.

28 EASTERN ZONE COMPETITION

The following is an excerpt from the Eastern Zone policy manual that outlines the procedures and rules that will be observed in order to participate in the Eastern Zone Championships:

- 28.1 Athletes who have competed in USA Nationals, USA Juniors, U. S. Open, or a trials class meet in an individual event are not eligible to enter this meet.
- 28.2 13&O athletes who achieve the current USA Swimming Junior National qualifying standard prior to the entry deadline for the Eastern Zone championship meet, in any event, are ineligible to compete at the Eastern Zone championships in any individual or relay event.
- 28.3 Athletes 12 years of age or younger who have achieved USA National, USA Juniors, U.S. Open, or trials class qualifying times in an individual event but who have not competed in an individual event at these meets may enter that event in this meet.

28.4 Each swimmer is allowed to swim a maximum of 6 events in which he/she qualified. A swimmer is not allowed to compete in more than 3 events per day. Each swimmer must compete in the events for which he/she is qualified. The only exception to this policy exists when a swimmer qualifies in more than 6 events. In that instance, the Zone Team Head coach, at his/her discretion, will determine which events shall be dropped.

28.5 Selection process:

- A. Athletes must submit an application to be considered for inclusion on the Zones Team by a predetermined date.
- B. Information will be posted on Virginia Swimming's Website as to the top 10 eligible swimmers to compete in the Eastern Zone Competition.

Information Pertaining to Both the Short Course (winter) and Long Course (summer) Zone Competitions

C. 15 and older swimmers

- (1) The selection of the 15 and older zone team will take place at the Virginia Swimming Senior Championship Meet.
- (2) The 2 fastest times achieved in SCY beginning 9/1 of the current year for short course zones, and beginning with the preceding long course zone meet for long course zones, will automatically qualify for Zone selection. Only times achieved in the course in which the Eastern Zone meet will be conducted will be accepted (i.e. SCY for winter zones, LCM for summer zones).
- (3) All official verified times including lead-off splits, intermediate splits, and time trials from Short Course Senior Championships will be considered for qualification. Lead-off splits, intermediate splits, and time trials will not be considered as one of the two fastest times in the LSC.
- (4) All meet results, including out of state meets, must be submitted to the Records Chair in order to be considered for inclusion on the Zone list. These must be submitted by the Tuesday immediately preceding the VSI Senior Championship Meet.
- (5) All meet results, including out of state meets either submitted or achieved after the Tuesday immediately preceding the Short Course VSI Senior Championship Meet will not be included for consideration.
- (6) Corrections to the Zone list will not be accepted after the Tuesday immediately preceding the Short Course VSI Senior Championship Meet and will not be included for consideration.

D. 9 to 14 year old swimmers

- (1) The selection of the 9 - 14 zone team will take place at the Virginia Swimming Age Group Championship Meet.

- (2) The fastest 3 times for 9 to 12 year old swimmers achieved in SCY beginning 9/1 of the current year for short course zones will automatically qualify for Zone selection.
- (3) The fastest 2 times for 13 to 14 year old swimmers achieved in SCY beginning 9/1 of the current year for short course zones will automatically qualify for Zone selection.
- (4) The fastest 2 times beginning with the preceding long course zone meet for long course zones will automatically qualify for Zone selection.
- (5) Only times achieved in the course in which the Eastern Zone meet will be conducted will be accepted (i.e. SCY for winter zones, LCM for summer zones).
- (6) All official verified times including lead-off splits, intermediate splits, and time trials from Short Course Age Group Championships will be considered for qualification. Lead-off splits, intermediate splits, and time trials will not be considered as one of the two fastest times in the LSC.
- (7) All meet results, including out of state meets, must be submitted to the Records Chair in order to be considered for inclusion on the Zone list. These must be submitted by the Tuesday immediately preceding the VSI Age Group Championship Meet.
- (8) All meet results, including out of state meets, either submitted or achieved after the Tuesday immediately preceding the Age Group Championship meet will not be included for consideration.
- (9) Corrections to the Zone list will not be accepted after the Tuesday immediately preceding the VSI Age Group Championship meet and will not be included for consideration.

E. Relays will be selected only from those swimmers entered in individual events.

Information Pertaining to ONLY the Long Course Eastern Zone meet

- F. This is not a select meet. This is a qualifying meet with predetermined time standards published annually.
- G. Any swimmer who achieves 4 or more of these standards is eligible to attend this meet.
- H. Relay lead off splits from the appropriate Championship level meet (Senior champs for 15 and older swimmers, Age Group Champs for 14 and younger swimmers) will count toward the number of events for which the swimmer qualifies, but will not be considered one of the two fastest times achieved in the LSC.
- I. In the event that Senior Championships occurs after Age Group Championships, individual event results and relay lead off splits for 14 and younger swimmers may be used towards the number of events in which the swimmer qualifies.
- J. All official verified times including lead-off splits, intermediate splits, and time trials will be considered for qualification. Lead-off splits, intermediate splits, and time trials will not be considered as one of the two fastest times in the LSC.

28.6 Transportation

- A. All swimmers must agree to travel with the team to be considered in the selection process and must agree to remain with the team for the entire duration of the trip.
- B. Swimmers may be released from the team after the completion of the entire competition, and prior to the return trip home. A Parent or legal guardian must complete and sign a release form. All swimmers that are being released must obtain permission from the zone team manager, or his/her designee, prior to leaving the competition site.

28.7 Lodging and Meals

- A. Swimmers will be required to dine and lodge with the team for the duration of the meet. This includes all designated rest times.
- B. Rooming assignments, including the number of occupants per room, is at the sole discretion of the Team Manager. Special requests will not be accepted. Roommate requests will be considered but not guaranteed. Special dietary needs should be addressed at the appropriate registration.

28.8 Cost

- A. The cost per swimmer will be determined by the location, means of travel, length of meet, and the number of team members.
- B. The approximate cost of the trip will be posted to Virginia Swimming's website as soon as it is available. That cost may be adjusted at the time of registration.
- C. The VSI Board of Directors reserves the right to assess an additional fee should the actual costs of the team exceed projected revenues.
- D. All fees must be paid in full at the time of registration. Only cash and checks made payable to "Virginia Swimming Inc." will be accepted.
- E. Fees once paid are not eligible for refund. The Board of Directors of Virginia Swimming may, at its discretion, determine otherwise.

28.9 Uniforms

- A. Families will be provided with the appropriate ordering information (including costs and vendor) and will be required to place the order themselves. Uniforms will be shipped to their homes.
- B. The entire uniform is required.
- C. Team apparel should not be traded until the final session of the meet.
- D. Use of individual team apparel is discouraged.

28.10 Chaperones

- A. Prospective chaperones will indicate their interest to the zone team manager at the appropriate level championship meet during zone registration.

- B. Chaperones are selected according to the following priorities:
 - (1) Medical - 1 per departure location.
 - (2) Officials - USA stroke and turn certified. Preference will be given to USA National certified officials.
 - (3) A balance of males and females are needed across the age groups and departure points.
 - (4) 10-12 chaperones plus the Team Manager are required.
 - (5) Previous Zone chaperone experience may also be taken into consideration.
- C. Cost
 - (1) The cost per chaperone will be determined by the location, means of travel, length of meet, and the number of team members.
 - (2) The approximate cost of the trip will be posted to Virginia Swimming's website as soon as it is available. That cost may be adjusted at the time of registration.
 - (3) All fees must be paid in full at the time of registration. Only cash and checks made payable to "Virginia Swimming Inc." will be accepted.
- D. All chaperones share in timing at the meet, unless they are working as officials.
- E. All chaperones must be members of USA Swimming. Registration may be done at the time of selection as a chaperone. The cost of this registration is the responsibility of the chaperone.
- F. All chaperones must have satisfactorily passed a background check through USA Swimming's approved vendor prior to departure for the zone trip. The cost of this check is the responsibility of the chaperone.

28.11 Coaches

- A. Zone team coach selection and the verification of all zone coaching credentials is the responsibility of the VSI Coaches' Representative.
- B. 8 coaches are required including the Zone Team Head Coach.
- C. The Zone Team Manager must be notified of the selected Zone Team coaching staff no later than February 15 for winter zones, and July 1 for summer zones.

29 ANTI-RECRUITING POLICY

Virginia Swimming anti-recruiting policy is intended to provide additional guidelines to VSI members concerning USA Swimming rules as described in Article 304 Code of Conduct. Code of Conduct actions concerning recruiting are found in Article 304.3.17. VSI policy and restricted recruiting activities are described below.

Active recruiting is prohibited and is defined as the solicitation of a USA Swimming registered athlete, affiliated with a member organization, by another USA Swimming Club, with the intent of having said athlete leave his /her existing club to join the soliciting club.

- 29.1 This policy prohibits any USA Swimming registered club, coach or employee from direct contact with an athlete or an athlete's family from another USA Swimming member club in the Virginia LSC.
- 29.2 This policy does not prohibit an athlete or an athlete's parents from initiating contact with coaches, officials or other athletes of another club for the purpose of obtaining information about joining another member club. Once the athlete initiates such contact, the policy will not apply to any contact with an athlete of another member club.
- 29.3 This policy does not restrict USA Swimming registered clubs from conducting advertising, team try-outs or camps for the purpose of recruiting athletes.
- 29.4 This policy is not intended to restrict athletes or parents from discussing aspects of their respective clubs with athletes or parents from other clubs, or incidental contact that may occur with another team's coaches or officials. However, any contact that has been encouraged, promoted or facilitated by a USA Swimming member club, coach or employee with the intent of recruiting shall be in violation of the anti-recruiting policy and subject the member club and /or its coach or employee to the sanctions of this policy.
- 29.5 Any violation of this anti-recruiting policy shall be reported to the Zone Board of Review.

30 PRIVACY POLICY

The website for VSI is a general audience website and may provide interactive features and collect personal information as outlined below. While we encourage children to utilize our website, we also wish to educate all users about privacy issues when visiting our site. We are committed to full compliance with the Children's Online Privacy Protection Act of 1998 and will only collect from children that information that is necessary for participation.

VSI respects and protects the privacy of all who use our website. We encourage parents, guardians, and athletes to use and enjoy it. We urge parents and guardians to discuss with their children the importance of protecting the confidentiality of personally identifiable information. The intent of this privacy policy is to provide information about safeguarding an individual's privacy when surfing the web.

What Information is Collected and How We Collect It

To enable visitors to participate in some of our online activities, we may ask them to provide personal information including name, e-mail address, telephone number, and date of birth. Some of the ways we may collect personally identifying information include:

- Registration for various VSI events such as clinics, camps, and awards events
- Registration to vote in the athlete election or to participate on the Zone Team

- Online purchases

How We Use the Information

This information may be used generate lists of individuals, both athlete and non-athlete, who plan to participate in our hosted events. We do not sell, distribute, trade, or otherwise transfer personally identifiable information obtained from a user to any third party, either within our organization or outside it, unless the user has provided his or her consent. We never share children's personal information with third parties.

Third-Party Sites and Sponsors

Our site contains links to other sites whose information practices may be different from ours. Visitors should consult the other sites' privacy notices, which may differ from ours.

Terms of Use

All "Content" found on VSI's website, including, but not limited to, photographs, graphics, editorial content, results, database information, and any other text is the sole property of VSI or its partners and all rights are reserved. The logos appearing on the website that identify VSI and/or its products and services are proprietary marks.

The contents of this website are for your personal or informational use only. Commercial usage of any content or the re-purpose of such content is strictly prohibited.

For questions about these policies, please contact businessoffice@virginiawswimming.org.

31 OFFICIALS: GENERAL GUIDELINES FOR DISCIPLINE AND DE-CERTIFICATION

31.1 CATEGORIES

In order to organize the possible matters and issues that could arise, three categories have been chosen which should cover all matters. The three categories are Professional Qualifications, Professional Misconduct and Code of Conduct.

A. PROFESSIONAL QUALIFICATIONS

This category relates to matters involving deficiencies in the professional qualifications of the official. It relates to the technical aspects of the field of officiating, such as a lack of knowledge of the rules, improper application of the rules, etc. An illustration of this category might be the following:

Official A is a certified Stroke/Turn Official with two years of experience. He never makes a call, even when it is clearly "under his nose."

PRIMARY RESPONSIBILITY - LSC Officials Chair

It is the responsibility of all officials to observe and evaluate the officials who are working for and with them. All deficiencies should be reported to the meet referee, who may address them at the time of the meet, if the meet referee feels that it would be best at that time. However, should it become apparent the official is deficient in the qualifications to serve in the position the official is certified for, then these deficiencies need to be reported to the LSC Officials Chair.

The Chair is primarily responsible for addressing the situation. It must be kept in mind that at this stage the approach needs to be remedial rather than punitive.

The first step for the Chair is to gather all of the facts. The Chair may conduct the investigation or may assign the role to another trusted official. It is important that all of the facts are discovered and they be documented to the extent they can be.

Additionally, when conducting the investigation, the following shall be determined concerning the official:

- knowledge of the rules,
- application of the rules,
- judgment on deck in applying the rules, and
- professionalism on and off the deck.

After the facts are obtained, the Chair should schedule a meeting with the official and review in depth the performance of the official. The official needs to be given the facts as gathered by the Chair and the full opportunity to state his or her side of the matter and to make a request for help, should the official choose to do so. At this stage, if the Chair believes it is in the best interest of the official, it is appropriate to bring in other members of the Officials Committee or some third person who is a friend of the official to assist in the meeting. In the latter situation, the friend should be an official, because we are addressing professional qualifications. Furthermore, should the Chair believe it is inappropriate for him or her to meet with the official or address the issue, the Chair may assign the matter to another official.

The Chair has the following powers:

- to reassign the official to a lower position, where the official is qualified (i.e., Referee to Stroke and Turn Judge). The Chair should present the official with a program to be performed within a given time frame, providing the official the opportunity to regain his or her position. Although the program to be presented should be developed by the LSC, it is recommended that it include re-training, observation over a series of sessions and testing.
- to leave the official in his or her current position but establish a re-training program to correct any deficiencies. Again, any program proposed should include observation over a series of sessions and testing. In this situation, the Chair may decide to withhold any future assignments at the certified position until the official completes the program and is signed off by the training official(s).

- if the Chair is confronted with the situation where it is apparent the official does not comprehend and understand the rules and, in the opinion of the Chair, the official will not be able correct the situation, then the Chair has the power to recommend to the Officials Committee that the official be decertified as an official.

SECONDARY RESPONSIBILITY – LSC Officials Committee

At this stage the Officials Committee will enter the picture and make the final decision on de-certification. This step should include a hearing with the official, where the official has full opportunity to make his or her position with the Committee. (See **HEARINGS** below.)

A decision to de-certify the official should only be made as a last resort and on the recommendation of the LSC Official Chair. If there is no recommendation from the Chair then there will be no de-certification.

B. Professional Misconduct

This category relates to matters involving misconduct in the performance of the official's professional duties that do not rise to the level of acts specifically covered by the Code of Conduct (Article 304.3 of the Rules and Regulations of USA Swimming). An illustration of this category might be the following:

Official B is a certified Referee of 4 years. At the last Age Group Championships he was berating fellow officials on deck, in front of the spectators for their slovenly appearance, lack of rule knowledge and their poor attitude. He then proceeded to offer his opinions regarding the LSC Executive Board, and how poorly he felt the business of the LSC was being run.

Duties – LSC Officials Chair

A complaint alleging misconduct on the part of an official needs to be in writing and filed with the LSC Officials Chair. The complaint must set out the facts and the misconduct alleged. It is then the duty of the Chair to conduct an investigation of the allegation and develop all of the facts. The Chair or someone chosen by the Chair may conduct this investigation. In choosing someone to conduct the investigation, the Chair needs to choose someone who is organized, thorough, honest and objective. The person should have no relationship with the situation or the official.

PRIMARY RESPONSIBILITY – LSC Officials Committee

Once the investigation is completed, the entire file is delivered to the Officials Committee. The Committee will then schedule a hearing. (See **HEARINGS** below.)

The Officials Committee has the following powers:

- to issue a **verbal warning**, however, the warning must be accompanied by conditions to be met to correct the problem and the possible consequences if they are not met (even though it is a verbal warning it should be documented in the notes of the Committee accompanying the hearing),
- to issue a **written reprimand**, but again the reprimand must be accompanied by the conditions to be met and possible consequences if they are not,

- to **reassign** and to establish a **re-training** program, such as is set forth above for the Chair and the decision must be documented in the notes of the hearing,
- to **suspend** the official, however, the suspension should be accompanied by conditions the official must complete during the suspension period, and
- to permanently **de-certify** the official. This should be for the most serious offenses and should be ordered only after all other remedial measures have been exhausted.

If the Official Chair is the investigating person then the Official Chair should not participate in the deliberations of the hearing. The Chair is the “prosecutor” in this role and should not sit as part of the jury. However, if the penalty is to be de-certification, then the Committee should consider this penalty only if the Official Chair has recommended it to the Committee.

C. CODE OF CONDUCT

This category involves all acts that fall under Article 304.3.1 through .19 of the Rules and Regulations of USA Swimming. An illustration might be the following:

Official C is a certified Referee. At a meet last week the official falsely changed the time of the official's son to a better time in order for him to qualify for an upcoming meet.

One of the primary issues the LSC Officials Chair must determine is whether the matter falls within the jurisdiction of the National Board of Review (Article 304.3.1 through .14) or the Zone Board of Review (304.3.15 through .19). All complaints received by the LSC Officials Chair should be delivered to the Executive Director of USA Swimming in Colorado Springs if it is within the jurisdiction of the National Board of Review or the LSC General Chair if it is within the jurisdiction of the LSC.

All complaints would then be processed under the established procedures of the LSC and USA Swimming.

31.2 HEARINGS

The time frame for conducting the hearing should be set by the LSC but should not exceed the time frames set out in the bylaws of the LSC. There should be a provision for an emergency hearing if the facts warrant.

The conduct of the hearing need not be as formal as a hearing before the Zone Board of Review but the proceedings need to be documented with written notes. The official should be given full opportunity to present his or her side of the issue with the approach being primarily remedial unless the facts dictate otherwise.

The vote of the Officials Committee may be by majority, however, if it is by majority, caution should be taken to make sure the quorum requirement for an official meeting of the Committee is such that a majority vote represents a substantial number of the members of the Committee. The final decision should be written and a copy given to the official. It need not be formal document and can be in a letter format.

The official shall have the right to appeal any decision imposing penalties on the official, including suspension or de-certification, to the Zone Board of Review and the opportunity to appeal should be made known to the official. All other decisions should not go beyond the Committee.

31.3 GENERAL

This program is intended to place the professional matters within the jurisdiction of the professionals, the peers of the official. However, if there are decisions made in this process, the official may have the right of appeal pursuant to the Rules and Regulations of USA Swimming and the Bylaws of the LSC.

It is possible that some matters could involve more than one category. If this situation arises, then one should select the category with the highest process, i.e., professional qualification and professional misconduct then process it under the professional misconduct category and if it is professional misconduct and code of conduct then process it under the code of conduct.

PROCEDURES**32 HOUSE OF DELEGATES MEETINGS**

32.1 ORDER OF BUSINESS - At all meetings of the House of Delegates the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied.

- Roll Call
- Reading, correction and adoption of minutes of previous meeting
- Presentation and approval of the annual budget
- Presentation and approval of the annual audit, when applicable
- Unfinished (old) business
- Elections
- New business
- Reports of officers
- Reports of committees and coordinators
- Resolutions and orders
- Adjournment

32.2 ELECTIONS - The House of Delegates, at its annual Spring meeting, shall elect the General Chair, the Administrative Vice-Chair, the Senior Vice-Chair, the Age Group Vice-Chair, the Treasurer, the Finance Vice-Chair, non-athlete at-large members, and the Members of the Administrative Review Board in odd-numbered years, and it shall elect members of the Governance Committee on the schedule described in Article 7.4.3 of the VSI Bylaws.

Election requires a majority of the votes cast. If no candidate receives a majority of the votes on the first ballot, the leading candidates whose votes total a majority will advance to a second ballot. If no candidate receives a majority of the votes on the second ballot, additional ballots following the same procedure will be held until a candidate receives a majority vote.

33 BOARD OF DIRECTORS MEETINGS

33.1 ORDER OF BUSINESS - At all meetings of the Board of Directors the following shall be included in the order of business to the extent applicable. The order in which subjects are taken up may be varied.

- Roll Call
- Reading, correction and adoption of minutes
- Report of Executive Committee
- Reports of officers
- Reports of committees and coordinators
- Presentation of the annual budget and adoption of recommendation to the House of Delegates
- Presentation of the annual audit report and adoption of its recommendation to the House of Delegates
- Advice and Consent to Appointments
- Unfinished (old) business
- New business
- Approval of applications for Group Membership
- Elections
- Resolutions and orders
- Adjournment

34 ADMINISTRATIVE DIVISION

The Administrative Division shall be chaired the Administrative Vice-Chair who shall have the responsibility for ensuring the respective duties, jurisdictions, and responsibilities of each division committee and coordinator are fulfilled.

34.1 Operational Committees

A. Officials Committee

- (1) Chair – The chair of the Officials Committee shall be appointed and serve as specified in Policy section 5.3.A. The chair must be a referee certified by VSI.
- (2) Members – The members of the Officials Committee shall be appointed and serve as specified in Policy section 5.3.B with the following additions. The Officials Committee shall also include a Coach Member and the Junior Athlete Representative. Other than the Coach Members and Athlete Members, each member of the committee shall be a certified official of VSI.
- (3) Duties – The Officials Committee is charged with maintaining a roster of qualified, well-trained, and experienced officials of the highest caliber. The committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify, and supervise officials for VSI. The committee shall provide both continuing education materials and opportunities for VSI officials. The chair of the committee shall consult with the USA Swimming Rules and Regulations Chair and USA Swimming Officials Chair, as appropriate, to communicate rules interpretations to VSI membership.

B. Technical Planning Committee

- (1) Chair – The chair of the Technical Planning Committee shall be appointed and serve as specified in Policy section 5.3.A.
- (2) Members – The members of the Technical Planning Committee shall be appointed and serve as specified in Policy section 5.3.B with the following additions. In addition to the committee chair, at least six (6) additional members of whom at least fifty percent (50%) shall be Coach Members. Additional members representing administrative subdivisions shall be appointed.
- (3) Duties – The Technical Planning Committee shall be responsible for long-range planning regarding the swimming programs conducted by VSI as well as the continued review and support of the LSC’s mission. For each upcoming season, the Technical Planning Committee shall devise a proposed meet schedule in consultation with the Age Group Committee and the Senior Committee. After approval by the Board of Directors, the Committee shall publish the proposed schedule and seek bids from Club Members to host meets. After reviewing the bids received, the Committee shall make recommendations to the Board of Directors and House of Delegates for the adoption of a firm schedule and award of hosting rights to Club Members.

C. Open Water Committee

- (1) Chair – The chair of the Open Water Committee shall be appointed and serve as specified in Policy section 5.3.A.
- (2) Members – The members of the Open Water Committee shall be appointed and serve as specified in Policy section 5.3.B with the following additions.
- (3) Duties – The committee shall have general charge of the Open Water swimming program of VSI including the management for all sanctioned Open Water meets whether hosted by VSI or a Club.

D. Disability Committee

- (1) Chair – The chair of the Disability Committee shall be appointed and serve as specified in Policy section 5.3.A.
- (2) Members – The members of the Disability Committee shall be appointed and serve as specified in Policy section 5.3.B with the following additions.
- (3) Duties – The committee shall develop, coordinate, and implement programs and services to foster an inclusive environment for athletes with disabilities

E. Diversity Committee

- (1) Chair – The chair of the Diversity Committee shall be appointed and serve as specified in Policy section 5.3.A.
- (2) Members – The members of the Diversity Committee shall be appointed and serve as specified in Policy section 5.3.B with the following additions.

- (3) Duties – The committee shall develop and implement programs to increase the multicultural, ethnic, and socioeconomic diversity of VSI athletes, and it shall foster an inclusive swimming environment that promotes the growth of swimming at all levels.

34.2 Coordinators

A. Rules/legislation Coordinator

- (1) Appointment – The coordinator shall be appointed as specified in Policy section 5.4.A.
- (2) Duties – The coordinator shall ensure that the VSI Bylaws remain in compliance with USA Swimming requirements, that amendments are acted upon by the VSI House of Delegates, and that any revisions are approved as required by USA Swimming. The coordinator shall also maintain the VSI Policies and Procedures manual by ensuring that the policies and procedures reflect current practice and that any amendments are approved as required by the VSI House of Delegates or VSI Board of Directors.

B. Equipment Coordinator

- (1) Appointment – The coordinator shall be appointed as specified in Policy section 5.4.A.
- (2) Duties – The Equipment Coordinator is responsible for storage, maintenance, transportation, and the setup and breakdown of CTS timing equipment including touch pads, buttons, cables, timing system, and Meet Manager computers. Maintenance of equipment includes all firmware and software upgrades for timing and Meet Manager computers. The coordinator also provides an annual Equipment Report and provides the Finance Committee with any proposals for repairs and/or replacement of any broken equipment.

C. National Times and Records Tabulation Coordinator

- (1) Appointment – The coordinator shall be appointed as specified in Policy section 5.4.A.
- (2) Duties – The coordinator is responsible for the input of all times from sanctioned, approved, and observed meets within the LSC into the national database and will assist the LSC in making certain that USA Swimming rules regarding timing are carried out. The coordinator will maintain current records of the LSC using times verified through the national database. At least once a month the coordinator will also create Top Times lists from the national database.

35 AGE GROUP DIVISION

The Age Group Division shall be chaired the Age Group Vice-Chair who shall have the responsibility for ensuring the respective duties, jurisdictions, and responsibilities of each division committee and coordinator are fulfilled.

35.1 Operational Committees

A. Age Group Committee

- (1) Chair – The chair of the Age Group Committee shall be appointed and serve as specified in Policy section 5.3.A.
- (2) Members – The members of the Age Group Committee shall be appointed and serve as specified in Policy section 5.3.B with the following additions.
- (3) Duties – The duties of the Age Group Committee are to oversee all aspects of 14 & Under (Age Group) swimming in the VSI LSC. This includes meet management, in particular the LSC Championship meet progression, which culminates with Age Group Champs. Duties also include Time Standards for the LSC championship meets, Age Group Swimmers of the Year, but most importantly to listen to all involved within the LSC who have a hand in Age Group swimming, facilitate discussion through the Age Group Committee, and serving as that voice to the Board of Directors and House of Delegates.

35.2 Coordinator

A. Zone Team Coordinator

- (1) Appointment – The coordinator shall be appointed as specified in Policy section 5.4.A.
- (2) Duties – The coordinator organizes all arrangements including travel, lodging, meals, and uniforms for team members, chaperones, and coaches. The coordinator assists Coach Representatives with the selection of the Zone team coaches and works together with the VSI staff to create applications for team members and coaching staff. The coordinator serves as point of contact for parents of team members.

36 SENIOR DIVISION

The Senior Division shall be chaired the Senior Vice-Chair who shall have the responsibility for ensuring the respective duties, jurisdictions, and responsibilities of each division committee and coordinator are fulfilled.

36.1 Operational Committees

A. Senior Committee

- (1) Chair – The chair of the Senior Committee shall be appointed and serve as specified in Policy section 5.3.A.
- (2) Members – The members of the Senior Committee shall be appointed and serve as specified in Policy section 5.3.B with the following additions.
- (3) Duties – The Senior Committee duties shall include developing and directing programs for all senior level competition in accordance with the mission and vision of VSI. Additionally, the committee will approve the Time Standards for the LSC championship meets and identify the recipients of the annual Swimmer of the Year awards for senior level athletes.

37 FINANCE DIVISION

The Finance Division shall be chaired the Finance Vice-Chair who shall have the responsibility for ensuring the respective duties, jurisdictions, and responsibilities of each division committee and coordinator are fulfilled.

37.1 Standing Committee

- A. Finance Committee – As specified in section 7.4.2 of the VSI Bylaws.

38 ATHLETES DIVISION

The Athletes Division shall be chaired the Senior Athlete Representative who shall have the responsibility for ensuring the respective duties, jurisdictions, and responsibilities of each division committee and coordinator are fulfilled.

38.1 Standing Committee

- A. Athletes Committee – As specified in section 7.4.1 of the VSI Bylaws.

39 COACHES DIVISION

The Coaches Division shall be chaired the Senior Coach Representative who shall have the responsibility for ensuring the respective duties, jurisdictions, and responsibilities of each division committee and coordinator are fulfilled.

39.1 Operational Committees

- A. Coaches Committee

- (1) Chair – The Coaches Committee shall be chaired by the Senior Coach Representative.
- (2) Members – The members of the Coaches Committee shall consist of the Coach Representatives and such additional Coach Members as may be determined by the Coach Representatives, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
- (3) Duties – The committee shall undertake such activities as are delegated to it by the Board of Directors or General Chair. It shall also be responsible for any activities it views as being in the best interest of the coach members of VSI, USA Swimming, and the sport of swimming.

40 SAFETY DIVISION

The Safety Division shall be chaired the Safe Sport Chair who shall have the responsibility for ensuring the respective duties, jurisdictions, and responsibilities of each division committee and coordinator are fulfilled.

40.1 Standing Committee

- A. Operational Risk Committee – As specified in section 7.4.4 of the VSI Bylaws.
 - (1) Chair – As specified in section 7.4.4.A of the VSI Bylaws.
 - (2) Members – As specified in section 7.4.4.B of the VSI Bylaws.
 - (3) Duties - The Operational Risk Committee shall be responsible for coordinating safety enhancement and training opportunities as needed, and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches, and officials of VSI. The committee shall develop safety education programs and policies for VSI and make recommendations regarding same, and the implementation thereof, to the Safety Division Vice-Chair and the Board of Directors. Once the recommendations are approved by the Board of Directors, the Safety Committee shall be responsible for the coordination of their implementation by the Club Members. The Operational Risk Committee Chair with the assistance of the Committee members shall:
 - (a) Provide education concerning the completion of Incident/Occurrence Reports to meet directors, coaches, and club officers.
 - (b) Present reports concerning swimming related injuries within VSI at each House of Delegates and Board of Directors meeting.
 - (c) Be responsible for disseminating safety information flowing from USA Swimming Headquarters and exploring safety education opportunities and developing a safety education program tailored to VSI and its members.

40.2 Operational Committee

- A. Safe Sport Committee
 - (1) Chair – The chair of the Safe Sport Committee shall be appointed and serve as specified in Policy section 5.3.A. The Safe Sport Chair shall be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority.
 - (2) Members – The members of the Safe Sport Committee shall be appointed and serve as specified in Policy section 5.3.B with the following additions. The committee shall include at least one (1) Coach Member and at least two (2) non-athlete members
 - (3) Duties – The Safe Sport Committee shall be responsible for the implementation and coordination of the Safe Sport Program established by USA Swimming. The committee shall work with the USA Swimming Safe Sport staff and the USA Swimming Safe Sport

Committee to implement pertinent aspects of the national Safe Sport Program within VSI. The committee shall:

- (a) Coordinate and oversee the implementation of effective safe sport educational programs provided by USA Swimming for all athlete members, their parents, coaches, volunteers, and clubs, as;
- (b) Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
- (c) Serve as an information resource for VSI clubs and membership, and help to identify and connect them with local educational partners and resources;
- (d) Receive feedback and suggestions on the Safe Sport policies and programs from the VSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
- (e) Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy, and positive environments for all its members.

41 STAFF RESPONSIBILITIES

Members of the VSI Staff shall handle the duties of the:

- 41.1 Membership/registration coordinator: The Coordinator is authorized and obligated to conduct the registration of Group and Individual members and supervise the transmission of registration information to USA Swimming and assist in the preparation of and reports requested by USA Swimming, the VSI Board of Directors, the Administrative Vice Chair, or the Finance Committee Chair.
- 41.2 Camps and clinics coordinator: The Coordinator shall make arrangements for and promote USA Swimming sponsored camps as well as the annual VSI Athlete Clinic.

42 CLUB DEVELOPMENT COORDINATOR

The Coordinator shall oversee the LSC's club development program and promote educational opportunities clubs that are available through USA Swimming programs.

43 FEES AND SURCHARGES

- 43.1 For a team to participate in any VSI sanctioned meet, all entry fees must be paid prior to the beginning of the meet. Any swimmer whose team is barred from the meet because of non-payment of entry fees may pay his/her own fees and enter the meet as Unattached.

- 43.2 Sanctions and Approvals: \$20.00 for all non-championship meets.
- 43.3 Swimmer Fees: \$2.50 per swimmer entered in any capacity in any invitational, special invitational or championship meet.
- 43.4 Meet Fees for Championship and Non-championship Age-Group Meets, Senior and Senior Championships are shown in the following tables:

MEET ENTRY FEES CHARGED BY HOST CLUB			
TYPE OF MEET	SWIMMER FEE	INDIVIDUAL EVENT FEE	RELAY EVENT FEE
8 & YOUNGER MEET	\$2.50	Not more than \$4.00	Not more than \$14.00
AGE GORUP NON-CHAMPIONSHIP MEET	\$2.50	Set by Meet Host	Set by Meet Host
SENIOR NON-CHAMPIONSHIP MEET	\$2.50	Set by Meet Host	Set by Meet Host
DISTRIC & REGIONAL CHAMPIONSHIP MEET	\$2.50	Set by VSI & Meet Host	Set by VSI & Meet Host
AGE GROUP & SENIOR LSC CHAMPIONSHIP MEET	\$2.50	Set by VSI & Meet Host	Set by VSI & Meet Host

REBATE FEES PAID BY HOST CLUB TO VSI			
TYPE OF MEET	SWIMMER FEE	INDIVIDUAL EVENT FEE	RELAY EVENT FEE
8 & YOUNGER MEET	\$0.00	\$0.35	\$0.70
AGE GORUP NON-CHAMPIONSHIP MEET	\$0.00	\$0.80	\$1.60
SENIOR NON-CHAMPIONSHIP MEET	\$0.00	\$0.80	\$1.60
DISTRIC & REGIONAL CHAMPIONSHIP MEET	\$0.00	\$1.40	\$2.80
AGE GROUP & SENIOR LSC CHAMPIONSHIP MEET	\$0.00	\$1.40	\$2.80

- 43.5 Other Fees.
- A. Championship meet entries received after the entry deadline will be accepted at a cost of \$10.00/event up until the first day before the start of the meet. Beginning the first day of the meet, the charge will be \$25.00/event. These fees will be in addition to regular meet entry fees. Swimmers added prior to the printing of the heat sheet will be seeded as stated in the invitation. Swimmers added after the printing of the heat sheet will be seeded in the slowest heat in the appropriate empty lane. A new heat(s) will be added if necessary to accommodate these entries. The host team will retain fees received for these late entries.
- B. Closed Invitational Meets: Closed invitational meets involve only those teams invited by the host club. Subject to the final authority of the Board of Directors, entry fees for such meets may be approved by the Administrative Vice Chair with the concurrence of the General Chair

at levels consistent with the current amount allowed for other meet categories. The fee level may take into account any special circumstances associated with the meet. A portion of the entry fee equal in amount to that imposed in statewide, regional, district, and area meets of similar classification shall be rebated to VSI.

- 43.6 The Board of Directors may adjust the amounts to be charged or rebated. They are also responsible for the oversight of contracts, services and payment of expenses to provide for an equitable distribution of the meet profits or to accommodate unusual circumstances. On an annual basis, the Board of Directors must approve waivers or reductions to the established meet rebate fees paid by a host club to VSI. The Treasurer shall be responsible for maintaining a listing of such exceptions.
- 43.7 Independent VSI satellite clubs pay the current club registration fee.

44 VSI TOP 10 TIMES

- 44.1 Any time swum by a VSI-registered athlete at a sanctioned, approved, or observed meet is eligible for consideration as a VSI Top 10 Time. Only those events and distances recognized by USA Swimming will be included.
- 44.2 Top 10 times will be based on times entered in the USA Swimming national database.

45 CHAMPIONSHIP MEET MANAGEMENT

- 45.1 The format of the Age Group Championship shall be materially similar to that used by the Eastern Region Zone meet. The format of the Senior Championship shall be similar to the Eastern Region II Sectional meet or the National Championship meet or a blend between the two.
- 45.2 The VSI Age Group Chair shall be designated as the Meet Director of the Age Group Championship meets. In the absence of the VSI Age Group Chair, he or she, with the approval of the General Chair, may designate a member of the LSC Age Group Committee to serve as Meet Director. A local coordinator may also be appointed.
- 45.3 The VSI Senior Chair shall be designated as the Meet Director of the Senior Championship meets. In the absence of the VSI Senior Chair, he or she, with the approval of the General Chair, may designate a member of the LSC Senior Committee to serve as Meet Director. A local coordinator may also be appointed.
- 45.4 Other championship meets in the series shall be conducted in number and format as determined by the Technical Planning Committee in consultation with the Age Group Chair and the Senior Chair provided, however, that all similar meets in the series shall be conducted as nearly identically as possible in terms of event order, whether timed finals or prelims and finals, etc. All championship meets in the series will utilize the overhead start (swimmer from previous heat remains in water for all forward starts) technique using pre-planned breaks to slow the session down if required.
- 45.5 OME fees will be estimated and used as a listed meet expense by the host club for Championship meets.

- 45.6 To the extent possible, results from championship meets shall be published for general Internet access as they occur or as soon thereafter as reasonable.
- 45.7 The VSI Officials Chair shall appoint the Meet Referee of the Age Group Championship and Senior Championship meets and, in conjunction with the Meet Referee, shall approve the assignment of all officials in the meet. The leadership team (Deck and Administrative Referees, Starters, Chief Judges, Administrative Coordinators) shall be assigned prior to the meet. A Local Official's Coordinator may also be appointed to assist with staffing the meet.
- 45.8 When the assigned Senior Champs and Age Group Champs Meet Referees and/or Administrative Referees live more than 50 miles from the meet venue, Virginia Swimming will cover their reasonable lodging expenses. Whenever feasible, individuals will share a room. If an official is in a room alone, an additional official may be assigned to share it. Lodging expenses will normally not be covered for the night before competition commences or the night the competition concludes, unless unusual circumstances prevail and approval is obtained from the Officials Chair. The lodging expenses will be charged to Virginia Swimming. In the event that the expenses are borne by the individual, the Meet Referee and/or Administrative Referee shall submit a completed Virginia Swimming Reimbursement Form to the LSC Officials Chair for approval no later than 30 days after completion of the meet for which reimbursement is requested. If the host club chooses to supply rooms to the above, thus negating the charges to VSI, that will be acceptable as well.

46 MEET SAFETY PROCEDURES

The following procedures have been established to ensure safe meet conduct.

Safety is an important factor for our program. Anyone seeing an unsafe condition or activity around the meet venue should intervene or summon available meet and/or facility personnel to immediately stop it. The unsafe conduct should also be reported to the Meet Director and the Meet Referee.

These procedures **SHALL** be followed at all meets. The Referee has the authority to remove a swimmer/coach/club/parent from the meet for failure to comply with these safety procedures.

46.1 GENERAL SAFETY GUIDELINES

- A. The Meet Director and Meet Referee are responsible for venue safety inspection (see Virginia Swimming Safety page for checklist) and resolution of issues prior to the beginning of the meet.
- B. Hazards in locker rooms, on the deck, or in areas used by coaches, swimmers, spectators, or officials shall be removed or clearly marked.
- C. Assignment of Marshals shall be the responsibility of the host club/Meet Director. A minimum of two Marshals must be present and on duty at all times. These Marshals shall be at least 18 years old. Lifeguards required by colleges and recreation centers may **NOT** be used in place of Marshals. Marshals shall wear distinctive, bright-colored, identifying shirts/vests (preferably, USA Swimming orange Marshal vests) at all times while on duty.
- D. Some areas of the venue may be off limits for the swimmers, parents, and coaches. These areas shall be clearly marked, and such boundaries shall be enforced by the Marshals.

- E. Where feasible the Announcer should announce periodic safety reminders throughout the meet (see Virginia Swimming Safety page for examples).
- F. Running on the deck is not permitted during the meet or during warm-ups.
- G. Horseplay is not permitted anywhere in the venue during the meet or during warm-ups.
- H. Shaving is not permitted anywhere in the venue (including locker rooms). Swimmer noncompliance will result in dismissal from the meet.
- I. **USE** of cameras or camera cell phones is prohibited in locker rooms.
- J. Warm-up procedures shall be enforced for any breaks scheduled during the competition.
- K. A swimmer, coach, or parent may be removed from the deck for interfering with a Marshal in the performance of his/her duties.
- L. Any accident/incident, no matter how seemingly insignificant, that occurs at the meet must be reported to the LSC Safety Chair and to USA Swimming using the USA Swimming Report of Occurrence Online Form (see Virginia Swimming Safety page). The Meet Director/Meet Referee is responsible for completing and submitting the form.

46.2 Practices for Air and Water Quality

- A. Host Teams (Meet Director) must complete an “Air & Water Quality Practices” questionnaire and submit to the VSI Business Office with a draft meet announcement.
- B. Host Facilities must complete the VSI Annual Facility Evaluation Form, to be submitted to the VSI Business Office and archived for the current swim season (September 1 – August 31). The form should be submitted no later than 10 days before the first meet held in the facility during the current swim year.
- C. Host Teams (Meet Director) must complete the VSI Pre-Meet Evaluation Form 1-3 weeks prior to the meet and submit to the VSI Business Office with the meet recon report.

46.3 WARM-UP PROCEDURES (also applicable during all scheduled breaks in the competition)

- A. Warm-ups will not begin until the Marshals are on deck and present for duty.
- B. A Marshal must be present and on duty at any separate warm-up/warm-down area that is designated for use before, during, or after competition.
- C. Warm-up procedures and schedule of warm-up lanes and times for each team shall be posted throughout the venue. The announcer shall announce lane and time assignments, special venue rules, and any change in the procedures directed by the Meet Referee or Meet Director.
- D. Coaches are responsible for the conduct of their swimmers. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets.
- E. Coaches must be in the immediate vicinity of their swimmers at the start of warm-ups to supervise the entry of their swimmers into the pool. Coaches must maintain line-of-sight

control and supervision of their swimmers at all times. Swimmers who are unsupervised will not be allowed to warm up, unless placed under the supervision of a coach by the Meet Referee/Meet Director.

- F. All swimmers must start warm-ups from either the start end or the turn end of the pool. Entry into the pool from the sides is prohibited.
- G. Entry during general warm-ups is feet first only. There will be **NO DIVING OR RACING STARTS** from the blocks or end of the pool during general warm-ups.
- H. Each team may be assigned a lane(s) and a specified time for warm-up. Anytime during this warm-up period, the coach for assigned team may elect to convert the general warm-up lane to a sprint or to a pace lane. Prior to this, one-way swimming must be established with swimmers exiting at the far end of the pool. If there is more than one team sharing a lane, then such conversion to sprint / pace may only occur upon the agreement of all respective coaches covering the teams in this lane.
- I. During the sprint period of warm-ups, a racing start will be permitted only for one-way swimming, where the swimmer exits at the far end of the pool. The sprint lanes must be cleared by the Marshals/Referee before they are opened for use. Swimmers must NOT cut across adjacent lanes to exit the pool at one of the sides.
- J. During the sprint period of warm-ups, backstroke swimmers must be allowed to complete their start and to clear the area before any swimmer steps onto the block.
- K. Use of training equipment, which may include but is not limited to kick boards, pull buoys, paddles, bungee cords, and snorkels, is prohibited during warm-ups. Snorkels may be allowed during warm-ups for sessions that involve only senior-level classified competition.
- L. For facilities with a separate warm-up/warm-down area, there shall be no diving or racing starts in that area unless a lane has been specifically designated for one way racing starts.
- M. To avoid over-crowding of warm-up lanes, the Meet Referee/Meet Director may restrict warm-ups to those swimmers participating in the session immediately following the warm-ups.

UNASSIGNED WARM-UPS

Depending upon the type of meet being conducted, the following warm-up format provides an alternative to specific warm-up times and lane assignments. Other formats that take into account the total number of swimmers and the available lane time are also acceptable, and may be assigned by the Meet Referee/Meet Director.

Time	Lanes							
	1	2	3	4	5	6	7	8
1 st 25-30 min	General	General	General	General	General	General	General	General

Last 25-30 min	Pace	Sprint	General	General	General	General	Sprint	Pace
----------------	------	--------	---------	---------	---------	---------	--------	------

If lanes 2 and 7 are overcrowded during the sprint phase of warm-ups, lane 3 and/or lane 6 can also be designated as a sprint lane.

For long course competition in which the 50 M Freestyle is starting from the “turn” end of the pool, lane 2 or lane 7 should be designated for one-way sprints from that end of the pool.

Sprint lanes should be marked as such. All warm-ups will start from the starting end of the pool (except as noted above for the 50 M Freestyle in long course competition).

47 CONCUSSION MANAGEMENT

47.1 Definitions

- A. An appropriate healthcare provider for evaluating a potential concussion and signing a release authorization is a licensed (1) physician, physician assistant, osteopath physician, or athletic trainer; (2) neuropsychologist; or (3) nurse practitioner.

47.2 The concussion management procedures apply to:

- A. Practice sessions conducted by VSI-registered clubs regardless of the geographic location of the practice
- B. VSI-sanctioned meets when the sanction is held by VSI or a VSI-member club
- C. VSI-approved meets when the approval is held by VSI or a VSI-member club

47.3 Education and training

A. Education of athletes

- (1) On an annual basis, each VSI-member athlete shall review concussion awareness information provided by the VSI Operational Risk Committee. Minimally, this information will describe the short- and long-term health and academic effects of concussions. After having reviewed this information, the athlete and the athlete’s parent or guardian (a parent or guardian signature is recommended, but not required, for athletes 18 years of age and older) shall sign a statement acknowledging receipt, review, and understanding of such information. It shall be the responsibility of the VSI-member club to ensure that this requirement is met and to maintain copies of the signed statements.

B. Education for coaches and officials

- (1) It is highly recommended that all VSI-member coaches and officials participate in concussion management training. The following free on-line courses are recommended:
 - (a) The CDC’s (Centers for Disease Control and Prevention) “HEADS UP to Youth Sports: Online Training” found at:
<https://www.cdc.gov/headsup/youthsports/training/index.html>

- (b) The NFHS's (National Federation of State High School Associations) online coach education course "Concussion in Sports—What you Need to Know" found at: <https://nfhslearn.com/courses?searchText=Concussion>

[B(1), B(1)(a), and B(1)(b) shall automatically sunset on January 1, 2020, when the USA-S concussion training requirements go into effect. These sections shall be replaced by the following language: B(1) VSI-member coaches and officials shall comply with all concussion management training requirements as specified by USA Swimming.]

- (2) When practices or competition use aquatic facilities located on public school property located in the state of Virginia, coaches and officials using those facilities shall annually complete a concussion management training courses listed in this section. The following free on-line courses are recommended:
 - (a) The CDC's (Centers for Disease Control and Prevention) "HEADS UP to Youth Sports: Online Training" found at: <https://www.cdc.gov/headsup/youthsports/training/index.html>
 - (b) The NFHS's (National Federation of State High School Associations) online coach education course "Concussion in Sports—What you Need to Know" found at: <https://nfhslearn.com/courses?searchText=Concussion>
- (3) When a copy of the concussion management training certificate obtained by a VSI-member coach or official is sent to the VSI Business Office, the completion date will be recorded in the member's membership profile.

[B(3) shall automatically sunset on January 1, 2020, when the USA-S concussion training requirements go into effect.]

47.4 VSI-member clubs shall proactively develop a concussion management communications plan that minimally contains the following elements:

- A. Timely notification of the athlete's parents or guardians of a suspected head injury or concussion, whether or not the evaluation showed signs of a possible concussion. In the event that a concussion is suspected, the notification shall include information on the requirements for evaluation by a licensed health care provider and the need for a signed release authorization from a licensed health care provider in order to return to practice and competition. In the event that a concussion is not suspected, the notification shall include information on the signs and symptoms of a concussion and the need to seek immediate medical attention if the athlete exhibits any signs or symptoms of a concussion.
- B. Timely notification of the athlete's club administrative and coaching structure of the suspected head injury or concussion to ensure that the athlete does not return to practice or competition with a coach who has not been informed of the suspected concussion and until a signed release authorization has been received from a licensed healthcare provider.

47.5 Procedures to be followed if a concussion is suspected:

- A. If an athlete is suspected by a parent, coach, official, facility personnel, or other individual of having sustained a possible head injury or concussion during practice or competition, the suspicion shall immediately be brought to the attention of the athlete's coach, facility

personnel, the meet referee (if during competition), and the athlete's parents or guardians (if present). The athlete shall immediately be evaluated for a possible concussion. If upon evaluation, any party observing the evaluation believes the athlete exhibits one or more signs of a concussion, the athlete shall not return to practice or competition that day. Additionally, the athlete shall not return to practice or competition until the athlete has been evaluated by a licensed healthcare provider and has received a signed release authorization from a licensed healthcare provider.

- B. If an athlete has been diagnosed with a concussion that was sustained outside of practice or competition, it shall be the responsibility of the athlete (if 18 years of age or older) or the athlete's parents or guardians to inform the athlete's coach. The athlete shall not return to competition or practice that day nor until the athlete has been evaluated by a licensed healthcare provider and has received a signed release authorization from a licensed health care provider.
- C. If an athlete acts in such a way that the athlete's coach suspects that the athlete may have sustained a concussion outside of practice or competition, the suspicion shall be handled as described in 2.5A above.
- D. Any incident occurring at practice or competition that results in a head injury or suspected concussion shall be reported using the online USA Swimming Report of Occurrence form.

47.6 Return-to-play protocol

- A. No athlete shall participate in practice or competition the same day that the athlete:
 - (1) exhibits signs, symptoms, or behaviors that are suggestive of a concussion, or
 - (2) has been diagnosed with a concussion
- B. No athlete shall return to practice or competition on the days after the athlete exhibits signs, symptoms, or behaviors that are suggestive of a concussion until a signed release authorization has been received from a licensed healthcare provider attesting that the athlete was not diagnosed as having a concussion.
- C. No athlete diagnosed with a concussion shall return to practice or competition until the athlete receives a written signed release authorization from an appropriate licensed healthcare provider.

47.7 Meet announcement language

- A. The following statement shall be included in the Rules section of all meet announcement for all VSI sanctioned or approved competitions:

An athlete suspected of sustaining a concussion, or exhibiting signs of a concussion, will immediately be removed from competition and shall not return to competition that day. The athlete may return to competition on a subsequent day, but only with a release authorization signed by a licensed healthcare provider.

47.8 Meet referee

- A. The designated meet referee for a VSI-sanctioned or a VSI-approved meet when the meet sanction or approval is held by VSI or a VSI-member club shall have completed either the CDC or NFHS concussion management training course.

[47.8 shall automatically sunset on January 1, 2020, when the USA-S concussion training requirements go into effect.]

48 VIRGINIA SWIMMING OUTREACH ATHLETE MEMBERSHIP

- 48.1 **Purpose of Outreach Membership:** Virginia Swimming offers Outreach Membership at a reduced membership fee to a swimmer who qualifies on the basis of financial need.

- 48.2 Outreach Membership Qualifications:

The yearly income guidelines used by the local school district to qualify students for the National School Lunch Program Free or Reduced Meals will be used to qualify a swimmer for Virginia Swimming / USA Swimming Outreach Membership. A swimmer does not have to participate in the actual lunch program in order to qualify for Outreach Membership. A copy of one of the following must be provided to show proof of need:

- A. National Free or Reduced Meals Program verification form;
- B. Medicaid card;
- C. Food Stamp letter;
- D. Current signed federal tax return showing the income guideline has been met;
- E. Other documentation that is consistent with the Income Eligibility Guidelines for the National School Lunch Program.

- 48.3 Application Procedure:

- A. The swimmer applies to a club for Outreach Membership.
- B. The club reviews documents to determine qualification for Outreach Membership.
- C. The club submits an Outreach Membership request to the VSI Membership/Registration Coordinator indicating the type of qualifying documentation it has received. If the club uses guidelines other than a – d listed above, an explanation of the process used needs to be sent to the Membership/Registration Coordinator and updated on an annual basis.
- D. The Membership/Registration Coordinator approves Outreach Membership or, if needed, requests to review the qualifying documentation.

An unattached swimmer who is not affiliated with a club should submit the qualifying documentation to the VSI Membership/Registration Coordinator.

- 48.4 Entry Fee Reimbursement Program for Outreach Athletes

- A. **Purpose of Program:** To encourage the participation of Outreach Athletes in VSI sanctioned meets, VSI will reimburse a club for meet entry fees paid by the club for the outreach athletes. Only sanctioned meets for which VSI receives rebate fees are eligible for reimbursement to the team for outreach swimmer meet entry expenses.
- B. Reimbursement Procedure:
- (1) The Membership/Registration Coordinator will advise the Treasurer of the names and club affiliation of all VSI registered Outreach Athletes.
 - (2) VSI will send a letter to the Point of Contact for each club that registers an Outreach Athlete advising the club that it is eligible for reimbursement of meet entry fees paid for the athlete.
 - (3) The reimbursement will be paid for (a) the swimmer fee and (b) all individual event entry fees paid by the club for the athlete. For events where the entered athlete did not swim, 50% of the entry fee will be reimbursed.
 - (4) The club must file for the entry fee reimbursement within 60 days of the conclusion of the meet.
 - (5) The Treasurer will provide an Outreach Entry Fee Reimbursement Request on the Diversity page of the VSI website for use by clubs eligible for the reimbursement.
 - (6) For reimbursement, the club must provide (a) the athlete's name, (b) the date and location of the meet, and (c) the individual events for which entry fees were paid for the athlete.
 - (7) The Treasurer will confirm the entry information from the published meet results. If the athlete did not swim an entered event, the club must provide a copy of the club's entry information provided by the meet host.
 - (8) The reimbursement check will be made payable to the club and forwarded to the address provided on the reimbursement request.
 - (9) The athlete and the club have the right to appeal any decision regarding reimbursement to the VSI Administrative Review Board.

49 ENTRY FEE REIMBURSEMENT PROGRAM FOR OUTREACH ATHLETES

- 49.1 Purpose of program: To encourage the participation of Outreach Athletes in VSI sanctioned meets, VSI will reimburse a club for meet entry fees paid by the club for the Outreach Athletes. Sanctioned meets for which VSI receives rebate fees qualify for this reimbursement.
- 49.2 Reimbursement Procedure:
- A. The Membership/Registration Coordinator will advise the Program Coordinator of the names and club affiliation of all VSI registered Outreach Athletes.

- B. The Membership/Registration Coordinator will notify the Point of Contact for each club that registers an Outreach Athlete advising the club that it is eligible for reimbursement of meet entry fees paid for the athlete.
- C. The reimbursement will be paid for all individual event entry fees paid by the club for the athlete. For events where the entered athlete did not swim, 50% of the entry fee will be reimbursed.
- D. The club must file for the entry fee reimbursement within 60 days of the conclusion of the meet.
- E. The Program Coordinator will provide Outreach Reimbursement information and forms on the Diversity page of the VSI website for use by clubs seeking reimbursement.
- F. For reimbursement, the club must provide the following information for a meet:
 - (1) an Individual Meet Summary sheet from Meet Manager (see Appendix on website) for each outreach athlete;
 - (2) a completed Outreach Entry Fees Request Summary listing the names of the athletes, the number of events entered for each athlete, and the number of entered events in which the athlete did not swim.
- G. The Program Coordinator will confirm the entry information from the published meet results and notify the Treasurer of the approved request.
- H. The reimbursement check will be made payable to the club and forwarded to the address provided on the reimbursement request.
- I. The athlete and the club have the right to appeal any decision regarding reimbursement to the VSI Administrative Review Board.

50 VIRGINIA SWIMMING OFFICIALS' OUTREACH MEMBERSHIP

- 50.1 Purpose of Officials' Outreach Non-Athlete Membership: To provide no-cost non-athlete memberships and reimburse/cover the costs of associated background checks for the parents/guardians of outreach swimmers who are certifying or recertifying as Virginia Swimming officials.
- 50.2 Outreach Membership Qualifications:
 - A. Parent or legal guardian of a swimmer qualifying for outreach membership.
 - B. Training officials must pass any required tests and show evidence of progression towards certification.
 - C. When recertifying, meet the minimal requirements for recertification in at least one position.
- 50.3 Application Procedures:

- A. The parent or legal guardian applies to a club for outreach non-athlete membership.
- B. The club determines that the individual qualifies for outreach non-athlete membership on the basis of being the parent or guardian of an outreach athlete.
- C. The club submits an outreach non-athlete membership request to the VSI Membership/Registration Chair.
- D. Upon request of the Membership/Registration Chair, the VSI Officials Chair will certify that the individual qualifies for outreach non-athlete membership on the basis of progression towards certification or meeting the recertification requirements
- E. VSI will either reimburse the individual for the background check or make arrangements to pay for the background check

51 MEET MANAGEMENT PROCEDURES

The host club shall run the meet using meet management software that can produce an output file that is suitable for entry into the SWIMS and participating team databases.

The Host Club will appoint a Meet Director who must be a registered member of USA Swimming. Effective October 1, 2019, the host team (or satellite, as appropriate) must have at least one member attend the Meet Director Workshop within the two years preceding the first day of the meet.

Step 1 – 75 days prior to the start of meet

- 51.1 Determine who will process your meet entries (Meet Entry Person). That person must be computer literate, have (or have access to) a computer and printer and be familiar with the HYTEK Meet Manager program your team will be using.
- 51.2 Prepare the meet announcement with close consultation of the Meet Referee using the Virginia Swimming meet announcement template (as posted on the Virginia Swimming website). If in doubt examine a previous meet announcement or from another club hosting a similar meet.
- 51.3 If you have any questions about organizing your meet or composing a meet announcement consult the Technical Planning Chair.
- 51.4 No later than 2 months prior to the meet, submit a draft of the meet announcement via email to the VSI Business Office. Meet announcements for all meets will be reviewed by the VSI Business Office, who will then recommend approval to the Administrative Vice Chair. When the Technical Planning Chair gives the approval to the Administrative Vice Chair, the sanction shall be issued.
- 51.5 With the exception of meets with a splash fee set by Virginia Swimming, a copy of the Meet Expense Worksheet shall be completed and submitted to the VSI Administrative Office along with the draft meet announcement. A copy of the worksheet can be found on the VSI website.
- 51.6 The Air and Water Quality Questionnaire shall be submitted to the VSI Business Office along with the draft meet announcement. A copy of the questionnaire can be found on the VSI website.

- 51.7 When the Technical Planning Chair finalizes the meet announcement, the sanction number will be issued. Turnaround time for approval usually is 7-14 days. The announcement will be posted to the Virginia Swimming website.

Step 2 –45 days prior to the first day of the meet

- 51.8 Have your host Meet Entry Chair set up the meet on Meet Manager as specified in the meet announcement, events in correct sessions, events divided by age group if necessary, and any scoring set up if applicable. All correct fees and surcharge must be included in the meet event setup file. Use a 30 second interval between heats. Also, you must include the meet sanction number. Upon completion, the meet event setup file should be sent to the VSI Business Office for review and posting to the VSI website.
- 51.9 Work with the Club Officials' Chair and Meet Referee to arrange for the necessary certified officials.
- 51.10 Plan for pool preparation – when and where the CTS will be set up, who will program it, the location of public address system, hospitality, snack bar, swim shop (if appropriate).
- A. Consider how swimmers will be called to the blocks and decide if you need additional help for younger swimmers.
 - B. Also plan for needed supplies – DQ cards, watches (at least 1/lane plus 2 extra), bell, counters, pencils, paper, labels etc.
 - C. A computer for scoring and at least one printer, in addition to the one for the CTS, will be necessary.

Step 3 – As entries for the meet arrive:

- 51.11 Process the meet entries and enter them into MM as they are received. Do NOT wait until the entry deadline to begin entering the entry information into MM. Monitor the projected timeline for each session as entries are processed. (Note: as the timeline can be affected by seeding, you should confirm each session length only after doing a preliminary seed of the meet.)
- 51.12 Resolve problems with the clubs concerned. All entries must include official USA Swimming registration numbers and the LSC for each team should be listed.
- 51.13 Check all entries (email files, computer disks, and Master Entry Sheets (manual entry)) for accuracy in regard to time standards and age groups.
- 51.14 An electronic report of the entries should be included with the entry file. Entry fees must be received prior to the start of the meet.
- 51.15 Prepare the following reports: including in the meet header the meet date, course (25 yards, 25 meters, or 50 meters), and sanction number.
- A. Registration report for Membership/Registration Coordinator. (List of swimmers and registration numbers). Look under File – Export- USS registration in Win-MM. Send to VSI Administrative Office via email no later than seven (7) days prior to the start of the meet.

- B. Pre-Meet Facility Evaluation Form shall be submitted 1-3 weeks prior to the start of the meet. The form can be found on the VSI website.
- C. Session timelines (30 second intervals). Submit timelines and meet back-up as soon as any session reaches four (4) hours, but not later than 7:00 pm the day after the meet entry deadline.
- D. Warm up schedule – remember that number of swimmers/team varies by session.
- E. Psych sheet or Heat sheet (if pre-seeded meet). May be posted on a website if desired. Remember to print extra copies for coaches and officials.
- F. Timer cards or Lane timer sheets.
- G. Information for coaches – team roster, list of team entries (individual and relay).

51.16 Bring your Meet Referee up to date (Meet Director or Host Officials' Chair). Tell the Meet Referee of the availability of other officials, number of swimmers, and session timeline reports.

Step 4 – Meet day. Turn over technical control of meet to referee.

51.17 Provide him with a heat sheet, a list of officials, and session length data.

51.18 Have marshals present before warm-up begins and announcer available early to call for coaches, officials, and timers.

51.19 Make sure meet supplies for head timer, referee, and clerk of course are available, including all necessary forms, DQ cards, relay take-off slips, bell and counters if required.

51.20 Remain readily available in case of questions or problems.

Step 5 – At end of meet

51.21 Provide teams with meet file upon request.

51.22 Arrange for return of any VSI equipment. Be sure to document any problems and malfunctioning equipment.

Step 6 – After the meet

51.23 Prepare the hard copy results for any team that has specially requested them. Email the results database (unlocked) to the VSI Business Office.

- A. The results database (unlocked) should be sent to VSI Business Office by email as soon as possible.
- B. Results must be sent out no more than 7 days after the meet. 1 or 2 days is preferable.

51.24 Prepare and mail financial report. This is due in 30 days. Send to the VSI Business Office, Treasurer, Administrative Vice Chair, and Technical Planning Chair.

52 ANNUAL SWIMMER RECOGNITION

Virginia Swimming will recognize the following athletes at its annual awards celebration:

- 52.1 Competitive Spirit Award: This award is designed to recognize athletes for attitude, character and leadership within a team. Virginia Swimming will provide awards for each team to present to a 12 & U girl and boy as well as 13 & O girl and boy.
- 52.2 All Star Team: The Short Course All Star Team will include those athletes who attained a Virginia top-five time in the appropriate age group in short course yard events. The Long Course All Star Team will include those athletes who attained a Virginia top-five time in the appropriate age group in long course meter events.

Times must have been achieved since the last awards banquet or celebration.

- 52.3 Swimmer of the Year Award: This award is for an outstanding swimmer in the specified age groups as determined by the Age Group and Senior Committees. 14 & younger athletes will be recognized in single age groups. 15 & over athletes will be recognized in two age groups: 15/16 and 17/18.

APPENDICES**A. APPENDIX A: CONFLICT OF INTEREST STATEMENT**

Those who choose to serve Virginia Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area are disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Virginia Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the mix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of potential conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following seven items reflect specific expectations by VSI of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines to what is acceptable conduct. Each individual must find his or her own way within this guidance.

- A. A good faith effort must be exercised by those signing this statement to conduct the business of Virginia Swimming in observance of both the spirit and letter of applicable federal and state laws.
- B. Virginia Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
- C. Members of the Virginia Swimming Board of Directors will disclose the nature and extent of an actual or potential conflict of interest when it involves the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Virginia Swimming resources for individual use. Reimbursement for reasonable and customary expenses associated with travel to meets, meetings and conferences on behalf of VSI does not constitute a conflict of interest
- D. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Virginia Swimming.
- E. Expenses incurred in the furtherance of Virginia Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.

- F. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Virginia Swimming and with each other.
- G. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

Should any individual(s) reasonably perceive that a conflict of interest exists or could exist, the situation shall be fully disclosed.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Virginia Swimming’s Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date

Virginia Swimming Position